

# **Workforce Investment Act Job Training Automation System Client Forms Handbook**

Prepared By  
Workforce Investment Division  
May 2002

# Workforce Investment Act Job Training Automation System Client Forms Handbook

## Table of Contents

<b>Chapter 1</b>	<b>Introduction.....</b>	<b>4</b>
	Client Forms Document Flow.....	4
	Client Forms Flow Chart .....	6
	Logging onto JTA.....	7
	Function Keys .....	9
<b>Chapter 2</b>	<b>WIA Application Form (EWIR) .....</b>	<b>11</b>
	Line Item Instructions.....	16
	Sample Entry Screens .....	46
<b>Chapter 3</b>	<b>WIA Enrollment/Registration Form (EWIE).....</b>	<b>49</b>
	Sample Entry Screens .....	51
	Line Item Instructions.....	52
<b>Chapter 4</b>	<b>WIA Goals Form (EWIG).....</b>	<b>66</b>
	Sample Entry Screens .....	68
	Line Item Instructions.....	69
<b>Chapter 5</b>	<b>WIA Exit Form (EWIT) .....</b>	<b>76</b>
	Sample Entry Screens .....	78
	Line Item Instructions.....	78
<b>Chapter 6</b>	<b>WIA follow-up Contact Information Form (EWIF).....</b>	<b>89</b>
	Sample Entry Screens .....	91
	Line Item Instructions.....	91

## ***WIA JTA Client Forms Handbook***

<b>Chapter 7</b>	<b>Load WIA Data From Local System .....</b>	<b>98</b>
	General Instructions for Load Programs .....	98
	File Layout Instructions .....	102
<b>Chapter 8</b>	<b>Print WIA Client Forms .....</b>	<b>134</b>
	General Instructions for Print Forms Programs .....	135
<b>Chapter 9</b>	<b>Print WIA Client Status Roster (PWIS) .....</b>	<b>143</b>
	Sample Form Screen .....	143
	Line Item Instructions .....	144
	Function Keys .....	144
	Sample WIA Client Roster .....	146
<b>Chapter 10</b>	<b>Print WIA Registrant Listing (PWIL) .....</b>	<b>147</b>
	Line Item Instructions .....	148
	Function Keys .....	148
	Sample Entry Screen .....	148
	Sample WIA Registrant Listing .....	149
<b>Chapter 11</b>	<b>Print WIA Selective Service Listing (PWSL) .....</b>	<b>150</b>
	Sample Entry Screen .....	150
	Line Item Instructions .....	151
	Function Keys .....	151
	Sample WIA Selective Service Listing .....	152

## Introduction

The *Job Training Automation (JTA) System Workforce Investment Act (WIA) Client Forms Handbook* is designed to provide the MIS administrators, case managers and data key entry staff, guidance to WIA client forms completion and data key entry into the JTA System. Many of the procedures covered in this handbook are basic daily functions and are provided for new staff just learning the job. However, the handbook should serve as a reference manual for even the most experienced local area staff.

There are additional reference handbooks or guides for the JTA system that cover additional topics: the Eligible Training Provider List (ETPL) User Guide, the WIA Participant Reporting Handbook, the JTA System MIS Guide, the Welfare-to-Work (WtW) JTA User Guide and the Stateside Expenditure Reporting Guide. A copy of these handbooks can be found on our Web site at [www.edd.ca.gov/wdmisar.htm](http://www.edd.ca.gov/wdmisar.htm).

The JTA system includes a module to track clients who are participating in the California WIA program. This module allows the entry of client forms including an application, an enrollment form, a goal form, an exit form, and a follow-up contact information form. The module also provides the ability to load data to the JTA system from a case management system and to print various client-tracking reports.

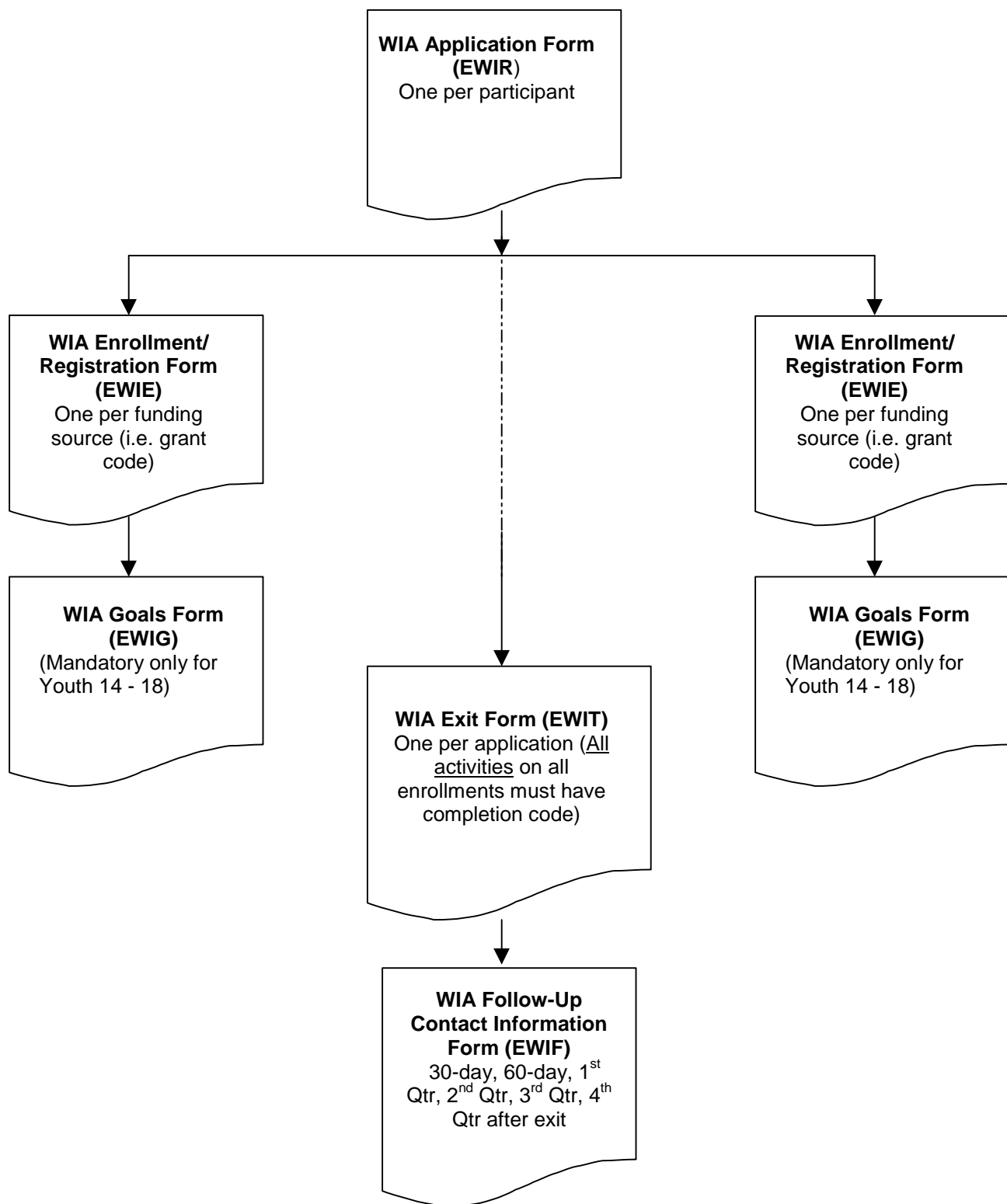
## Client Forms Document Flow

This handbook provides instructions for completing the various WIA client forms and inputting the data into the JTA System. The various WIA client forms are presented in this handbook in the order that they are normally required. A brief description and chart are provided here to describe the appropriate WIA client forms flow.

<b>Document Flow</b>	The WIA subgrantee will complete an application form to gather demographic and eligibility data when a client initially applies for the WIA program. Once the client has been determined eligible for the program, an enrollment will be entered into the JTA system. <i>This program differs from the Job Training Partnership Act (JTPA) program in that a client will have only one enrollment for each WIA program.</i> The enrollment form is used to track the client's training activities and/or services received.
----------------------	---

<b>Document Flow</b> <b>(continued)</b>	<p>If the client is an in-school youth or an appropriately assessed out-of-school youth, at least one goal per program year must be set to ensure attainment of basic skills. The goals set will be entered into the JTA system. A maximum of three primary reportable goals per program year may be entered for performance purposes.</p> <p>An exit form will be completed once the client completes his or her participation in the WIA program and all other related services. The registration cycle ends when there are no open enrollments in the system.</p> <p>The follow-up contact information form is required for collecting contact information after the client exits. This form is also used to collect diplomas/certificates attained and supplemental employment data.</p>
--	--

## Workforce Investment Act (WIA) Forms Flow



## Logging onto JTA

In order to log onto JTA, you will need a JTA Logon ID and a JTA Logon password. The Automation Customer Support Unit, WID, will issue JTA Logon IDs to the timeshare JTA system users upon request. Please refer to your MIS Administrator to coordinate the issuance of a logon.

**SECURITY REMINDER:** A logon ID is not to be used by other individuals. Each JTA user will be assigned a unique Logon ID and they should secure their password.

### The Logon Process

Once your computer has connected to the JTA system (whether by modem, router or other connection), the following screen will appear:

```
telnet (f01s07)
```

#### WARNING

Any person who, without authorization, accesses or attempts to access, or who tampers, interferes or damages any computer network, computer system, computer program or software or computer data maintained by the Health & Welfare Agency Data Center, is subject to civil and/or criminal prosecution under all applicable state and federal laws.

```
login:
```

Type in your JTA Logon ID in lowercase letters only and press **<Enter>** or **<Return>**. The system will then prompt you to enter your password:

```
login: cdawpooh
```

```
cdawpooh's Password:
```

Type in your password and press **<Enter>** or **<Return>**. Your password will not appear on the screen as you type. Once you have entered your password successfully, the last unsuccessful login and last login records will be displayed followed by one of two possible lines:

TERM = (vt220)
----------------

Or

TERM = (dumb)
---------------

The "TERM" in both examples is referring to the terminal that is being utilized. If (vt220) is displayed (the first example), press **<Enter>** or **<Return>**. However, if (dumb) is displayed (the second example), type in vt220 and press **<Enter>** or **<Return>**.

The JTA menu that was built for your logon will be displayed automatically. The WIA module has three sub-menus and will appear as part of this main menu. The following chart contains items that may appear on your menu.

1	MOM	Operations Management
2	MPE	Performance Evaluation
3	MSR	State Reporting
4	MSM	System Set-up and Management
5	MCM	Cash Management
6	MCR	Canned Report
7	MCAR	Custom Ace Reports
8	MSQLA	Sqlassist
9	MWTW	Welfare to Work
10	MWIA	Workforce Investment Act

The WIA module will have three sub-menus:

1	MWIS	Workforce Investment Act Entry Screens
2	MWIR	Workforce Investment Act Reports
3	MWIL	Workforce Investment Act Loads

To exit the JTA system, select the **<F3>** key repeatedly until the JTA session has closed.



## Function Keys

In the prior section, you will notice that the <F3> key is mentioned. This key is one of the function keys that must be mapped on your keyboard prior to using the JTA system. These function keys are located at the top line of keys on your keyboard. The standard keyboard will include a minimum of ten function keys, <F1> through <F10>, although some keyboards may contain the complete set of function keys <F11> through <F20>.

When using the standard keyboard containing only function keys <F1> through <F10>; selecting the shift key and one of the existing function keys may access function keys <F11> through <F20>. For example, by holding down the shift key and pressing <F1>, the JTA system will recognize the command for function key <F11>. Of course, if your keyboard already contains a <F11> key, there will not be a need to utilize the shift key (simply select the <F11> key).

The following chart contains the basic purpose behind each function key; however, some function keys will not be activated on every menu option. Note that the function key <F10> provides an on-line type of help for these functions.

### Function Keys For Workforce Investment Act Users

[F1]	<b>Help</b>	Calls a scrolling window with a choice list showing help for the field in which cursor is placed. For example, with the cursor on the ethnicity field, <F1> will show all available ethnicity codes.
[F2]	<b>Clear</b>	Clears all fields of the current function.
[F3]	<b>Exit</b>	Exits from the current screen to the previous menu. May not be used if entry has been made on the screen without filing the data or if changes have been entered but not filed. To exit without saving changes, use <F2> to clear then <F3> to exit.
[F4]	<b>Go To</b>	Used to move cursor from present field to another field within a form. Press <F4> and enter field number or text to match.
[F5] or [F11] 5	<b>File</b>	Writes the record to the database, assuming all edits and other constraints have been met.
[F6]	<b>Delete</b>	Deletes a record from the database, assuming that no constraints exist.

## Function Keys for Workforce Investment Act Users (continued)

[F7]	<b>Previous Screen</b>	In a multiple screen process, returns to the previous screen.
[F8]	<b>Next Screen</b>	In a multiple screen process, moves cursor to the next screen.
[F9]	<b>Next</b>	Moves cursor up to the upper left corner of the screen and prompts for keyword of the next process user wishes to call. With this function, users may move to various processes without using the menus.
[F10]	<b>Function Key Menu</b>	Displays a window of Function keys and allows user to scroll through and select desired function. Using <F10> again closes the window.
[F11] or SHIFT [F1]	<b>Previous Logical Process</b>	Calls the program defined in the menu setup as the most logical previous process, after meeting any filing requirements on the current screen. This flow may be changed using EMGD.
[F12] or SHIFT [F2]	<b>Next Logical Process</b>	Calls the program defined in the menu setup as the logical next process, after meeting any filing requirements on the current screen. This flow may be changed using EMGD.
SHIFT [F3]	<b>Exit to Main</b>	Exits directly to the Main Menu.
SHIFT [F4]	<b>Conditional Operators Help</b>	Displays a help window for conditional operators, i.e. >, <, %. Only available on print report screens where choices can be made regarding grant codes, agency codes, etc.
SHIFT [F5]	<b>Redraw Screen</b>	Redraws the screen, including any information that was entered on the screen.
SHIFT [F6]	<b>Switch</b>	(This key has no functionality in WIA)
SHIFT [F7]	<b>Client History</b>	When used on an entry screen, displays client history for the client whose data is on the screen.
SHIFT [F8]	<b>Clear Field</b>	Clears field from which the function was called, and in some cases, the related fields.
SHIFT [F9]	<b>Restore</b>	Restores and displays original data to all fields after data is changed but not filed.
SHIFT [F10]	<b>Print Screen</b>	Prints the terminal/monitor screen display.

## Application Form (WIA EWIR)

The Workforce Investment Act Application form is used to record basic individual characteristics and to record this information into the Job Training Automation (JTA) system. It is also used to determine eligibility as required by the WIA program.

The Department of Labor issued Training and Employment Guidance Letter (TEGL) 7-99, dated March 3, 2000, for the purpose of providing technical guidance for entities to implement the core and customer satisfaction performance measures and calculate performance levels required under WIA. A matrix from that guidance is included here to help determine when a person should be enrolled/registered into WIA. Once a client's eligibility for a WIA-funded program has been established by the data collected on the EWIR, the Local Workforce Investment Area (LWIA) will use the WIA Enrollment/Registration Form (EWIE) to enroll/register the individual. Individuals who are primarily seeking information and do not seek direct, one-on-one staff assistance, do not need to be enrolled/registered.

A client may have only one active application form on file during an enrollment cycle. While only one application is active at any one time, more than one enrollment may be linked to that application. During the entry of an application form, the JTA system will use the client's social security number to determine if an active application and/or enrollment exists in the system, that has not been exited.

This form should be distinguished from the Enrollment/Registration form. The term *Application* will be used to refer to the eligibility determination and characteristics gathering process and *Enrollment/Registration* will be used to refer to the time at which intensive services begin.

**Table 1: Proposed Registration for WIA Services <sup>1</sup>**

<b>Core Services - Self-Service Informational (no registration required)</b>	<b>WIA Core Services (registration required)</b>	<b>WIA Intensive Services (registration required)</b>	<b>WIA Training Services (registration required)</b>
Determination of eligibility to receive assistance under Title IB	Staff assisted job search & placement assistance, including career counseling	Comprehensive & specialized assessment, such as diagnostic testing & interviewing	Occupational skills training
Outreach, intake (which may include WPRS referrals) & orientation to the One-Stop center	Follow-up services, including counseling regarding the workplace	Full development of individual employment plan (IEP)	On the job training
Initial assessment of skill levels, aptitudes, abilities & need for supportive services	Staff assisted job referrals (such as testing & background checks)	Group counseling	Workplace training & cooperative education programs
Employment statistics information including job vacancy listings, job skill requirements for job listings, & info. on demand occupations	Staff assisted job development (working with employer & job seeker)	Individual counseling & career planning	Private sector training programs
Performance info. on eligible training providers	Staff assisted workshops and job clubs	Case management	Skill upgrading & retraining
Performance info. on the local One-Stop delivery system		Short-term pre-vocational services	Entrepreneurial training
Information on supportive services and referral to supportive services		Follow-up services, including counseling for registrants (those previously receiving intensive/training services) after entering employment	Job readiness training

<sup>1</sup> This table has been extracted from the Department of Labor, TEGL 7-99, and includes no State imposed requirements.

**Table 1: Proposed Registration for WIA Services (continued)**

<b>Core Services - Self-Service Informational (no registration required)</b>	<b>WIA Core Services (registration required)</b>	<b>WIA Intensive Services (registration required)</b>	<b>WIA Training Services (registration required)</b>
Information regarding filing for Unemployment compensation			Adult education and literacy activities in combination with training
Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs			Customized training
Resource room usage			
Internet browsing (job, information and training searches)			
Internet accounts (Career Kit, Personnel Kit)			
Initial development of employment plan (IEP)			
Talent referrals (informational, e.g., talent scouts, labor exchange referrals of resumes without further screening)			
Workshops and job clubs			



Subgrantee Name
01 Application Number
02 Agency Code
03 Social Security Number

RWIAB01-121



# WORKFORCE INVESTMENT ACT APPLICATION

<div> <p>Employment Development Department State of California</p> <h1>WORKFORCE INVESTMENT ACT APPLICATION</h1> </div>						Subgrantee Name					
						Application Number					
						Agency Code					
						Social Security					
<div> <div>Last Name</div> <div>First Name</div> <div>Middle</div> </div>											
74 Read Version		75 Math Grade		76 Math Score		77 Math Test		78 Math Vers			
79 Pell Grant Recipient 1 Yes 2 No, Applied but denied 3 No, Application Pending 4 Application not submitted		80 Pell Grant School Year Award Amount		81 Labor Force Status 1 Employed 2 Not employed		82 Weeks Not Employed Last 26 Weeks		83 Hourly Wage		84 Referred by WPRS (Profiling) 1 Yes 2 No	
85 Dislocated Worker 1 Terminated or Laid off 2 Received Notice of Layoff 3 Long Term Unemployed (JTPA transfer only) 4 Self Employed 5 Displaced Homemaker 9 Not Applicable				86 Dislocation Date		87 Job Code at Dislocation		Job Title			
88 Dislocation Industry Code		89 Tenure at Employer of Dislocation (months)		90 Employer Number		91 Employer Name					
Employer Address				Employer City/State		Employer ZIP		Employer Telephone			
92 Eligibility A Adult WIA H Veteran Grant B Adult Low Income I 5% Window Youth (age 14 – 18) D Dislocated Worker J 5% Window Youth (age 19 – 21) F Youth (age 14 - 18) X Not Eligible G Youth (age 19 - 21)											
Signature of Interviewer						93 Interviewer ID		Date			
Signature of Reviewer						94 Reviewer ID		Date			



**Client Certification:** My signature below indicates that I have been informed of and understand the information contained on this form. I certify under penalty of perjury that all of the above information is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any item is grounds for termination from the Workforce Investment Act program and may result in action to recover any moneys paid to me while participating.

Signature of Client		Date		Signature of Parent, Guardian or Responsible Adult		Date	
Remarks:							


WIA EWIR (08/00)

## Application Form (WIA EWIR)

The following are line item instructions for the Application (EWIR) form. These instructions are intended to assist you with completion and entry of this form. These instructions also provide information on using the Job Training Automation system.

<b>Subgrantee Name (Optional)</b>	Record the name of the subgrantee.
<b>01 Application Number</b> 	This can be preprinted on the form.  The application number is a required entry. The application number may be auto-generated, by the JTA system.
<b>02 Agency Code (Optional)</b> 	Record the code that has been assigned by the subgrantee to the service provider that conducts the initial intake interview. This is an optional entry.
<b>03 Social Security Number</b>	Record the client's social security number (SSN). A pseudo-SSN may be assigned during intake, however, Federal policy requires that a valid SSN for such an individual <b>must</b> be obtained and recorded prior to the first transmittal of an individual's data.
<b>04 Application Date</b>	Record the application date (MM/DD/YYYY). This is the date the form is completed to determine the client's eligibility for the program.  Enter the date of the application. Enter in the format of MM/DD/YY. The system will convert the date from MM/DD/YY format to MM/DD/YYYY for display.
<b>05 Last Name</b>	Record the client's last name.  If the client has a previous application on file and is using a different last name, you will be asked if the client's last name should be changed.
<b>06 First Name, Middle</b>	Record the client's first and middle name if provided.  If the client has a previous application on file and is using a different first name, you will be asked if the client's first name should be changed.



<p><b>07 Street Address (Residence)</b></p>	<p>Record the street address where the client resides, including apartment numbers and/or letters. Post office box and/or RFD numbers are acceptable for homeless individuals and for those who live in rural areas.</p> <p><b>City, State (Residence)</b></p> <p>Record the city and state of the client's residence.</p> <p>If this item is left blank, the mailing address, city and state must be entered.</p>
<p><b>08 ZIP (Residence)</b></p> 	<p>Record the ZIP code for the client's residence. This may be a city outside of the area, and/or outside of the state.</p> <p>A lookup table will appear with the city for that ZIP code. If the correct city is displayed, use your arrow key to highlight the city, press <b>[Enter/Return]</b>, and the city and state will be filled in automatically.</p> <p>If the correct city is not displayed, select the <b>"edit"</b> option. This will allow you to enter the new city for the selected ZIP code.</p> <p>Record <b>"XX"</b> for a country outside the US, and <b>"00000"</b> for a zip outside the US.</p>
<p><b>09 Phone (Residence) (Optional)</b></p>	<p>Record the client's residence phone number, including the area code. This item may be left blank. If the client does not have a residence phone number, record a phone number in Item #12—Message Phone, where the client can receive messages, or record a number here where the client may be reached.</p>
<p><b>10 Mail Street</b></p>	<p>Record the client's mailing address if different from the residence address.</p> <p>The mailing address must be entered if the residence address has been left blank.</p> <p><b>Mail City, State</b></p> <p>Record the city and state of the client's mailing address if different from the residence address.</p>
<p><b>11 Mail ZIP</b></p>	<p>Record the ZIP code for the client's mailing address. This may be a city outside of the area, and/or outside of the state.</p> <p>Record <b>"XX"</b> for a country outside of the US, and <b>"00000"</b> for a zip outside of the US.</p>

<b>12 Message Phone</b> <b>(Optional)</b>	<p>Record a phone number including the area code, where the client can receive messages. This number should be different from Item #09—Phone (Residence).</p> <p>This may be entered without an area code if it is the same as the default area code defined by the subgrantee.</p>
<b>13 GEO Code</b> <b>(Optional)</b>	<p>Record the appropriate geographic code assigned by the subgrantee. This is an optional field.</p>
<b>14 Citizen</b>	<p>Circle the appropriate number. The client must be a U.S. citizen or an eligible non-citizen to receive WIA-funded services.</p> <p><b>1 U.S. Citizen</b>—A person entitled by birth or naturalization to the protection of a given state of the United States and authorized by the Attorney General to work in the United States.</p> <p><b>2 Eligible Non-Citizen</b>—Eligible non-citizens are either: nationals, lawfully admitted permanent resident aliens, refugees, asylees, parolees, or other immigrants authorized by the Attorney General to work in the United States.</p> <p><b>3 Ineligible Non-Citizen</b>—An individual who is neither a citizen nor an eligible non-citizen that is authorized to work in the United States. The individual is ineligible for the WIA program.</p>
<b>15 Alien Doc #</b>	<p>The documentation of an individual's employability (right-to-work) must be conducted in compliance with Title 8 CFR Section 274a.2 which states the requirements and procedures persons or entities must comply with when hiring, or when recruiting or referring for a fee, or when continuing to employ individuals in the United States. These requirements and procedures are published as the Form I-9, and take precedence over any State statute and regulation governing alien status determination.</p>
<b>16 Gender</b>	<p>Circle the appropriate number.</p> <p><b>1 Female</b></p> <p><b>2 Male</b></p>
<b>17 Birthdate</b>	<p>Record the client's birthdate (MM/DD/YYYY).</p>

<b>18 Age</b>	<p>Record the age of the client at the time of application.</p> <p>Enter the client's age at time of application. The client's age should be calculated as the Application Date minus the birth date.</p> <p>If the client's age is less than 14 years of age, the following message will appear:</p> <p style="text-align: center;"><b>“Age less than 14. Please check birth date and re-enter.”</b></p> <p>If the age is entered incorrectly, the following message will appear:</p> <p><b>“Age incorrect, calculated age = (displays computed age).”</b></p>
<b>19 Assessed (Optional)</b>	<p>Circle the appropriate number. An initial assessment is a brief, preliminary information gathering process to determine the individual's skill levels, aptitudes, interests, (re) employability and other needs.</p> <p><b>1 Yes, WIA</b>—An initial assessment has been conducted by a WIA funded provider.</p> <p><b>2 Yes, Non-WIA</b>—An assessment has been conducted by a non-WIA funded agency.</p> <p><b>No</b>—An initial assessment has not been conducted.</p>
<b>20 Selective Service</b>	<p>Circle the appropriate number. An individual enrolled in a WIA program must meet the requirements of Section 3 of the Military Selective Service Act (Title 50 U.S.C. Appendix section 453). Each non-exempt male individual who has reached his 18th birthday, and until the age of 26 (including those who have been released from active military duty) must certify that he has registered with the Selective Service System before participating in, or receiving any benefit or assistance from WIA programs.</p> <p><b>1 Yes, Registered</b>—The client has registered in accordance with the Military Selective Service Act (Title 50 U.S.C. Appendix section 453).</p> <p><b>2 No, Not Registered</b>—The client has not registered in accordance with the Military Selective Service Act. This individual is not eligible for WIA.</p>

<p><b>Selective Service (continued)</b></p>	<p><b>3 Exempt</b>—This list includes:</p> <ul style="list-style-type: none"> <li>(a) Military Officer Procurement Program students at the Citadel, North Georgia College, Norwich University, and the Virginia Military Institute;</li> <li>(b) Men who are hospitalized, incarcerated, or institutionalized (must register within 30 days of release); and</li> <li>(c) Lawful non-immigrants on visas; and</li> <li>(d) Men who entered the United States after attaining their 26th birthday.</li> </ul> <p><b>Not Required</b>—The Selective Service requirement does not apply to:</p> <ul style="list-style-type: none"> <li>(a) Females;</li> <li>(b) Males born prior to January 1, 1960, or</li> <li>(c) Males who have not yet reached their 18th birthday;</li> <li>(d) Cadets and midshipmen at the service academies; and</li> <li>(e) Men on active duty in the Armed Forces.</li> </ul> <p>To obtain the choice list, press <b>&lt;F1&gt;</b> and a list of valid codes will be displayed.</p>
<p><b>21 Race/Ethnicity</b></p>	<p>Circle one or more.</p> <p><b>AA Asian Indian</b></p> <p>Persons who indicate their race as Asian Indian, as well as persons who did not classify themselves in one of the specific race categories, but reported entries such as Bengali, Bharati, Dravidian, East Indian, Goanese, Hindu India, Kashmiri, or South Asian.</p> <p><b>AB Cambodian</b></p> <p>Persons who indicate their race as Cambodian. Cambodia is a former name for the Khmer Republic.</p>

<p><b>Race/Ethnicity (continued)</b></p>	<p><b>AC Chinese</b></p> <p>Persons who indicate their race as Chinese, as well as persons who did not classify themselves in one of the specific race categories, but reported entries such as Cantonese, Formosan, Taiwanese, or Tibetan.</p> <p><b>AD Filipino</b></p> <p>Persons who indicate their race as Filipino, as well as persons who did not classify themselves in one of the specific race categories, but reported entries such as Filipino American or Philippine.</p> <p><b>AE Guamanian</b></p> <p>Persons who indicate their race as Guamanian, as well as persons, who did not classify themselves in one of the specific race categories, but reported entries such as Chamorro or Guam.</p> <p><b>AF Hawaiian</b></p> <p>Persons who indicated their race as Hawaiian native, i.e., an individual whose ancestors were natives, prior to 1778, of the area which now comprises the state of Hawaii.</p> <p><b>AG Japanese</b></p> <p>Persons who indicated their race as Japanese, as well as persons who did not classify themselves in one of the specific race categories, but reported entries such as Nipponese or Japanese American.</p> <p><b>AH Korean</b></p> <p>Persons who indicated their race as Korean or Korean American.</p> <p><b>AI Laotian</b></p> <p>Persons who indicated their race as Laotian.</p> <p><b>AJ Samoan</b></p> <p>Persons who indicated their race as Samoan, American Samoan or Western Samoan.</p> <p><b>AK Vietnamese</b></p> <p>Persons who indicated their race as Vietnamese.</p>
--	--

<p><b>Race/Ethnicity (continued)</b></p>	<p><b>AL Other Pacific Islanders</b></p> <p>Persons who indicated their race as Pacific Islander with categories other than the eleven categories listed above, e.g., Maoris, Fiji Islander, Tahitian or Thai.</p> <p><b>AO Other Asian</b></p> <p>A person who indicated their race as Asian other than the categories listed above, e.g., Hmong, Indo-Chinese, or Pakistani.</p> <p><b>BL Black or African American</b></p> <p>A person having origins in any of the black racial groups of Africa</p> <p><b>HI Hispanic or Latino Ethnicity</b></p> <p>A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (including Spain), regardless of race. Among persons from Central and South American countries, only those who are of Spanish origin, descent, or culture should be included in this category. Persons from Brazil, Guiana, and Trinidad, for example, would be classified according to their race, and would not necessarily be included in this category. Also, the Portuguese should be excluded from this category and should be classified by their race.</p> <p><b>Note: Federal statutes require ethnicity information to be collected separately from race information. If the Hispanic or Latino ethnicity is selected, a client's race should also be identified.</b></p> <p><b>NA American Indian/Alaskan Native</b></p> <p>A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain cultural identification through tribal affiliation or community recognition.</p> <p><b>WH White</b></p> <p>A person having origins in any of the original people of Europe, North Africa, or the Middle East.</p>
--	--

<p><b>Concurrent Participation</b> <b>(Items 22–40)</b></p>	<p>For items 22 through 40, indicate if the applicant is participating in any of the following programs by circling the appropriate number. These items may be updated at anytime while the individual is receiving WIA services (except follow-up services).</p> <p><b>1 Yes</b>—The client receives services from this source, other than informational or self-service only. This activity is coordinated with the individual's WIA activities by inclusion in their WIA service plan or through the follow-up services.</p> <p><b>2 No</b></p> <p><b>22 Adult Education-WIA Title II –</b> Adult education, basic skills and/or literacy activities. This service must be offered in combination with other allowable training services (not including customized training).</p> <p><b>23 Job Corps-WIA Title I-Subtitle C</b></p> <p><b>24 Farmworker Program-WIA Title I-Subtitle D, Sec. 167</b></p> <p><b>25 Native American Program</b> <b>WIA Title I-Subtitle D, Sec. 166</b></p> <p><b>26 Veterans' Workforce Investment Programs</b> Provided training services under WIA Sec. 168.</p> <p><b>27 Veterans' DVOP/LVER</b> Services provided by DVOP/LVER (WIA Sec. 121(b)(1)(IX)).</p> <p><b>28 Trade Adjustment Act</b> Services funded by Trade Adjustment Act.</p> <p><b>29 NAFTA-TAA</b> Services funded by NAFTA-TAA.</p> <p><b>30 Vocational Education</b> Described in the Carl D. Perkins Voc. And Applied Tech. Ed. Act (20 U.S.C. 2471).</p> <p><b>31 Vocational Rehabilitation- WIA</b> <b>Title IV</b></p> <p><b>32 Wagner-Peyser</b> Services funded by Wagner-Peyser Act.</p>
---	---

<b>Concurrent Participation (continued)</b>	<p><b>33 WtW Participant</b> As described in 20 CFR Part 645.</p> <p><b>34 Title V Activities (OAA)</b> Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.).</p> <p><b>35 Comm Srvs Blk Grant Pgm</b> 42 U.S.C. 9001 et seq.</p> <p><b>36 HUD Pgm</b> Any employment and training services funded by the Dept. of Housing and Urban Development.</p> <p><b>37 Other non-WIA pgm</b> Any non-WIA program not listed above that provided the individual with services authorized under WIA. Record only those programs that fund activities coordinated with the individual's WIA Title I activities possibly through a formal co-enrollment, by inclusion in the individual's WIA service plan, or through follow-up services.</p> <p><b>38 Rapid Response</b> WIA Sec. 134(a)(2)(A)(I) Individual who participated in rapid response activities before WIA registration.</p> <p><b>39 Rapid Response Additional Assistance</b> An Individual who participated in a program funded by the State under WIA section 134(a)(2)(A)(ii).</p> <p><b>40 TANF Services</b></p>
<b>41 Disabled</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes, Major</b>—The client has a physical or mental impairment, which substantially limits one or more major life activities and has a record of such impairment, or is regarded as having such impairment.</p> <p><b>2 Yes, Substantial</b>—The client has a physical or mental impairment that constitutes or results in a substantial impediment to employment.</p> <p><b>3 No</b></p>



<b>42 Limited English</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—An individual who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.</p> <p><b>2 No</b></p>
<b>43 Substance Abuse</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client requires substance abuse treatment in order to obtain employment.</p> <p><b>2 No</b></p>
<b>44 Basic Skills Deficient</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client meets the local definition of basic literacy skills deficient. Which must include a determination that an individual:</p> <ul style="list-style-type: none"> <li>A. Computes or solves problems, reads, writes or speaks English at or below grade level 8.9; or</li> <li>B. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.</li> </ul> <p><b>2 No</b></p>
<b>45 Offender</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client (adult or juvenile) who is or has been subject to any stage of the criminal justice process, for whom WIA services may be beneficial OR who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</p> <p><b>2 No</b></p>
<b>46 Pregnant/ Parenting Youth</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is under 22 years of age and is pregnant, or a youth (male or female) that provides custodial care for a minor child.</p> <p><b>2 No</b></p>

<b>47 Youth Needing Assistance (Additional Barriers)</b>	<p>Circle the appropriate number. Local policy must set the criteria for what constitutes additional barriers to completing an educational program or securing employment.</p> <p><b>1 Yes</b>—The client is between 14 and 21 years of age and requires additional assistance to complete an educational program, or to secure and hold employment.</p> <p><b>2 No</b></p>
<b>48 Runaway Youth</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is a youth (14-17) who absents his or herself from home or place of legal residence without the permission of parents or legal guardian.</p> <p><b>2 No</b></p>
<b>49 Foster Child</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is a foster child on behalf of whom State or local government payments are made.</p> <p><b>2 No</b></p>
<b>50 Family TANF</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is listed on the grant and/or is receiving assistance under the Temporary Assistance to Needy Families (TANF) program at any time during WIA participation. Also include participants referred by the TANF agency, participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.</p> <p><b>2 No</b></p>
<b>51 Family GA</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is listed on the grant and/or is receiving cash assistance under a General Assistance program.</p> <p><b>2 No</b></p>
<b>52 Family RCA</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is listed on the grant and/or is receiving cash assistance under a Refugee Cash Assistance program.</p> <p><b>2 No</b></p>

<b>53 Family SSI</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is listed on the grant and/or is receiving cash assistance under the Supplemental Security Income program (SSI-SSA Title XVI).</p> <p><b>2 No</b></p>
<b>54 Family Food Stamps</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes, Eligible</b>—The client has been determined to be eligible to receive food stamps pursuant to the Food Stamp Act of 1977 (7 USC 2011 et seq.) within the 6-month period prior to WIA application.</p> <p><b>2 Yes, Receiving</b>— The client receives, or is a member of a family that receives food stamps pursuant to the Food Stamp Act of 1977 (7 USC 2011 et seq.)</p> <p><b>3 No</b></p>
<b>55 Number in Family</b>	<p>Record the total number of family members, including the client, in the individual's household.</p> <p>Include family members who are voluntarily and temporarily residing elsewhere, for example, attending college or visiting relatives. A stepchild or stepparent is considered to be related by marriage.</p>
<b>56 Number of Dependents &lt; age 18</b>	<p>Record the number of the client's dependents that are under the age of 18.</p>
<b>57 Family Status</b>	<p>Circle the appropriate number. An applicant's family status is necessary to determine the appropriate WIA economic eligibility. As defined in Section 101(15), the definition of family is two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <p>(A) Husband, wife, and dependent children.</p> <p>(B) A parent or guardian and dependent children.</p> <p>(C) A husband and wife.</p> <p><b>1 Parent in one-parent family</b></p> <p>A single, abandoned, separated, divorced, or widowed parent who has primary responsibility for one or more dependent children under age 18.</p>

<p><b>Family Status (continued)</b></p>	<p><b>2 Parent in two-parent family</b></p> <p>An individual who, with his/her spouse, shares custodial support for one or more dependent children, residing in the same residence.</p> <p><b>3 Other family member</b></p> <p>An individual who is living with his or her family of two or more persons and is not a parent.</p> <p><b>4 Not a family member</b></p> <p>An individual who is not living with his or her family, i.e. single individual without dependents. This also may be an individual who is:</p> <ul style="list-style-type: none"> <li>a. Homeless;</li> <li>b. Disabled, living with his or her family or not;</li> <li>c. A foster child, on behalf of who State and local government payments are made.</li> <li>d. Court Adjudicated youth separated from the family (including incarcerated youth), homeless, runaway, and emancipated youth.</li> </ul> <p><b>5 Not reported</b></p>
<p><b>58 Family Income (Prior six months)</b></p>	<p>Enter the <b>whole dollar</b> amount that the client (or client's family if a family member) received as income for the six-month period prior to WIA application. For information and guidance on determining an applicant's actual family income refer to (WIA Directive WIAD01-2). Exclude unemployment compensation, child support payments, public assistance program payments, and old age and survivors insurance benefits received under Section 202 of the Social Security Act (42 USC 402). A client who is disabled, as noted as Item #41 – Disabled, should <b>exclude</b> the income of family members.</p>

<b>59 Low Income</b>	<p>Circle the appropriate number. An applicant's income status is necessary to determine the appropriate WIA eligibility.</p> <p><b>1 Yes</b>—The client is in one or more of the following categories.</p> <p><b>2 No</b>—The client does not fit into the following categories.</p> <p><b>The categories are:</b></p> <ul style="list-style-type: none"> <li>a. The client receives, or is a member of a family which receives cash payments under a Federal, State, or income-based public assistance program;</li> <li>b. The client receives an income, or is a member of a family that received a total family income, [exclusive of unemployment compensation, child support payments, public assistance program payments, and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 USC 402)], for the six-month period prior to WIA application that, in relation to family size does not exceed the higher of:             <ul style="list-style-type: none"> <li>A. The poverty guideline for the equivalent period; or</li> <li>B. 70 percent of the lower living standard income level, for an equivalent period;</li> </ul> </li> <li>c. The client is a member of a household that receives (or has been determined within the six-month period prior to for the program involved, to be eligible to receive Food Stamps pursuant to the Food Stamp Act of 1977;</li> <li>d. The client is a homeless individual, as defined in Item #61;</li> <li>e. The client is a foster child on behalf of whom State or local government payments are made;</li> <li>f. The client is an individual with a disability who meets the requirement of a program described in a or b above, but who is a member of a family that does not meet such requirements.</li> </ul>
<b>60 TANF Exhaustee</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client has exhausted all TANF benefits for which the individual has been determined eligible.</p> <p><b>2 No</b></p>

<b>61 Homeless</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client lacks a fixed, regular and adequate nighttime residence; OR</p> <p>Has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations; OR</p> <p>Is residing in a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</p> <p><b>2 No</b></p>
<b>62 Poor Work History</b>	<p>Circle the appropriate number. This definition of this field is defined by local policy.</p> <p><b>1 Yes</b></p> <p><b>2 No</b></p>
<b>63 Unemployment Compensation</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes, UC Claimant</b>—The client is currently receiving unemployment compensation.</p> <p><b>2 Yes, Exhaustee</b>—The client was receiving unemployment compensation, but has exhausted claim benefits.</p> <p><b>3 No</b></p>
<b>64 Veteran Status</b>	<p>Circle the appropriate number.</p> <p><b>1 Less than or equal to 180 days</b>—The client served in the active US military, naval, or air service for a period less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.</p> <p><b>2 Greater than 180 days</b>—The client served as above for greater than 180 days.</p> <p><b>3 No</b>— The client was neither an U.C. claimant nor an exhaustee.</p>

<b>65 Disabled Veteran</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is a veteran entitled to disability compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA) or was discharged or released from active duty because of a service-connected disability.</p> <p><b>2 Yes, special disabled</b>—The client is rated at 30 percent disabled or more by the DVA, or at 10 or 20 percent for a serious employment disability.</p> <p><b>3 No</b></p>
<b>66 Veteran Separation Date</b>	<p>Record the date the client was discharged or released from active US military, naval, or air service. (MM/DD/YYYY).</p>
<b>67 Recently Separated Veteran</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is a veteran who applied for WIA title I within 48 months after discharge or release from active US military, naval, or air service.</p> <p><b>2 No</b></p>
<b>68 Campaign Veteran</b>	<p>Circle the appropriate number.</p> <p><b>1 Vietnam-Era</b>—The client is a veteran who served in the active US military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable during the Vietnam-era. (The period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period and the period beginning on August 5, 1964, and ending on May 7, 1975, in all other cases.)</p> <p><b>2 Other Campaign Veteran</b>—The client is a veteran who served on active duty in the US armed forces during a war or campaign or expedition for which a campaign badge or expeditionary medal has been authorized. (See the following list of authorized campaigns.)</p> <p><b>3 No</b></p>

## AUTHORIZED CAMPAIGN LIST

<b>Armed Forces Expeditionary Medal (AFEM)</b>	
Berlin	Aug. 14, 1961 to Jun. 1, 1963
Bosnia	Nov. 20, 1995 to Dec. 20, 1996 & Dec. 20, 1996 to present
Cambodia	Mar. 29, 1973 to Aug. 15, 1973
Cambodia Evacuation	Apr. 11 – 13, 1975
Congo	Jul. 14, 1960 to Sept. 1, 1962 & Nov. 23 –27, 1964
Cuba	Oct. 24, 1962 to Jun. 1, 1963
Dominican Republic	Apr. 28, 1965 to Sept. 21, 1966
El Salvador	Jan. 1, 1981 to Feb. 1, 1992
Grenada	Oct. 23, 1983 to Nov. 21, 1983
Haiti	Sept. 16, 1994 to Mar. 31, 1995
Iraq	Jan. 1, 1997 to present
Korea	Oct. 1, 1966 to Jun. 30, 1974
Laos	Apr. 19, 1961 to Oct. 7, 1962
Lebanon	Jul. 1, 1958 to Nov. 1, 1958 & Jun. 1, 1983 to Dec. 1, 1987
Mayaguez Operation	May 15, 1975
Operations in the Libyan Area	Apr. 12 – 17, 1986
Panama	Dec. 20, 1989 to Jan. 31, 1990
Persian Gulf Operation	Jul. 24, 1987 to Aug. 1, 1990
Persian Gulf Operation	Dec. 1, 1995 to present
Persian Gulf Operation	Dec. 1, 1995 to Feb. 1, 1997
Persian Gulf Operation	Nov. 11, 1998 to Dec. 22, 1998
Persian Gulf Operation	Dec. 16, 1998 to Dec. 22, 1998
Persian Gulf Intercept Operation	Dec. 1, 1995 to present
Quemoy and Matsu Islands	Aug. 23, 1958 to Jun. 1, 1963
Somalia	Dec. 5, 1992 to Mar. 31, 1995
Taiwan Straits	Aug. 23, 1958 to Jan 1, 1959
Thailand	May 16, 1962 to Aug. 10, 1962
Vietnam Evacuation	Apr. 29, 1975 to Apr. 30, 1975
Vietnam (including Thailand)	Jul. 1, 1958 to Jul. 3, 1965
<b>Navy Expeditionary Medal &amp; Marine Corps Medal</b>	
Cuba	Jan. 3, 1961 to Oct. 23, 1962
Indian Ocean/Iran	Nov. 21, 1979, to Oct. 20, 1981



<b>Navy Expeditionary Medal &amp; Marine Corps Medal (continued)</b>	
Iranian/Yemen/Indian Ocean	Dec. 8, 1978 to Jun. 6, 1979
Lebanon	Aug. 20, 1982 to May 31, 1983
Liberia	Aug. 5, 1990 to Feb. 21, 1991
Libyan Area	Jan. 20, 1986 to Jun. 27, 1986
Panama	Apr. 1, 1980 to Dec. 19, 1986 & Feb. 1, 1990 to Jun. 13, 1990
Persian Gulf	Feb. 1, 1987 to Jul. 23, 1987
Rwanda	Apr. 7 – 18, 1994
Thailand	May 16 – Aug. 10, 1962
<b>Other Campaign &amp; Service Medals</b>	
Army Occupation of Austria	May 9, 1945 to Jul. 27, 1955
Army Occupation of Berlin	May 9, 1945 to Oct. 2, 1990
Army Occupation of Germany (exclusive of Berlin)	May 9, 1945 to May 5, 1955
Army Occupation of Japan	Sept. 3, 1945 to Apr. 27, 1952
Chinese Service Medal (Extended)	Sept. 2, 1945 to Apr. 1, 1957
Korean Service	Jun. 27, 1950 to Jul. 27, 1954
Navy Occupation of Austria	May 8, 1945 to Oct. 25, 1955
Navy Occupation of Trieste	May 8, 1945 to Oct. 25, 1955
Southwest Asia Service Medal (SWASM) (Operations Desert Shield and Desert Storm)	Aug. 2, 1990 to Nov. 30, 1995
Units of the Sixth Fleet (Navy)	May 9, 1945 to Oct. 25, 1955
Vietnam Service Medal (VSM)	Jul. 4, 1965 to Mar. 28, 1973

<b>69 Highest Grade Completed</b>	<p>Record the highest number that applies to the client.</p> <p><b>0</b> No school grades completed.</p> <p><b>1-11</b> Number of elementary/secondary grades completed. Individuals who completed 12<sup>th</sup> grade but did not receive a diploma or equivalent are to be coded 11. Disabled participants who received a Certificate of Completion or an Individual Education Plan diploma are to be coded as 11.</p> <p><b>12</b> High School graduate.</p> <p><b>88</b> Attained certificate of equivalency for a high school degree (e.g., GED).</p> <p><b>13-15</b> If a high school graduate, the number of school years completed including college or full-time technical or vocational school.</p> <p><b>16</b> Bachelor's degree or equivalent.</p> <p><b>17</b> Education beyond the Bachelor's degree.</p>
<b>70 Education Status at Application</b>	<p>Circle the appropriate number.</p> <p><b>1 Student, H.S. or Less</b> The client is not a high school graduate (or equivalent) and is attending any school (including elementary, intermediate, junior high school, secondary or post secondary, or alternative school) or is between school terms and intends to return to school.</p> <p><b>2 Student, attending post-H.S.</b> The client is a high school graduate (or equivalent) and is attending a post secondary school or is between school terms and intends to return to school.</p> <p><b>3 Out-of-School, H.S. dropout</b> The client is not attending any school and is not a high school graduate.</p> <p><b>4 Out-of-School, H.S. grad, employment difficulty</b> The client is not attending any school, is a high school graduate, and is basic skills deficient, unemployed, or underemployed.</p>

<b>Education Status at Application (continued)</b>	<b>5 Out-of-School, H.S. grad, no employment difficulty</b> The client is not attending any school, is a high school graduate and is not basic skills deficient and not unemployed and not underemployed.
<b>71 Read Grade</b>	<p>Record the client's grade level equivalent in English reading as determined by a generally accepted standardized or criterion-referenced test (administered within the last twelve months) or a school record of reading level (administered within the last twelve months).</p> <p><b>Grade Level Codes:</b></p> <p><b>0-12.9</b> Grade level equivalent test result</p> <p><b>13.0</b> Grade 13 to 15</p> <p><b>87.0</b> Not tested and obviously below the 9th grade level</p> <p><b>88.0</b> Refused testing, could not be tested or testing was not needed</p> <p><b>89.0</b> Individuals whose highest grade is equal to 16 or above</p> <p>Either field #71, or fields #72-74 are required.</p>
<b>72 Read Score</b>	Record the client's raw score in reading English as determined by a generally accepted standardized or criterion-referenced test.
<b>73 Reading Test</b>	<p>If a raw score is reported in Item #72, record the code for the test that was administered from the list below:</p> <ol style="list-style-type: none"> <li><b>1</b> Adult Basic Learning Examination (ABLE)</li> <li><b>2</b> DOL Workplace Literacy Test (DOL-WLT)</li> <li><b>3</b> Adult Literacy Test (ALT)</li> <li><b>4</b> Armed Forces Qualifying Test (AFQT)</li> <li><b>5</b> Basic Occupational Literacy Test (BOLT)</li> <li><b>6</b> California Achievement Test (CAT)</li> <li><b>7</b> Career Ability Placement Survey (CAPS)</li> </ol>

<b>Reading Test (continued)</b>	<b>8</b> CASAS Appraisal <b>9</b> CASAS Survey Achievement Tests <b>10</b> General Aptitude Test Battery (GATB) <b>11</b> Iowa Test of Basic Skills (ITBS) <b>12</b> Metropolitan Achievement Test (MAT) <b>13</b> Reading Job Corps Screening Test (RJCST) <b>14</b> Tests of Adult Basic Education (TABE) <b>15</b> Wide Range Achievement Test (WRAT) <b>16</b> Other
<b>74 Read Version (Optional)</b>	If a raw score is reported in Item #72, record the version of the test that was administered to the client (Item #73).
<b>75 Math Grade</b>	Record the client's grade level equivalent in computational skills as determined by a generally accepted standardized or criterion-referenced test (administered within the last twelve months) or a school record of reading level (administered within the last twelve months).  <b>Grade Level Codes:</b> <b>0-12.9</b> Grade level equivalent test result <b>13</b> Grade 13 to 15 <b>87</b> Not tested and obviously below the 9th grade level <b>88</b> Refused testing, could not be tested or testing was not need <b>89</b> Individuals whose highest grade is equal to 16 or above  Either field #75, or fields #76-78 are required.
<b>76 Math Score</b>	Record the client's raw score in computation skills as determined by a generally accepted standardized or criterion-referenced test.
<b>77 Math Test</b>	If a raw score is reported in Item #76, record the code for the test that was administered to the client from the list in Item #73.

<b>78 Math Version (Optional)</b>	If a raw score is reported in Item #76, record the version of the test that was administered to the client (see Item #73).
<b>79 Pell Grant Recipient</b>	<p>Circle the appropriate number. This item may be updated at anytime while the individual is receiving WIA services (except follow-up services).</p> <p><b>1 Yes</b>—The client is, or has been notified they will be, receiving a Federal Pell Grant.</p> <p><b>2 No</b>—The client applied for a Pell Grant, but was denied.</p> <p><b>3 No</b>—The client applied for a Pell Grant, and is waiting for approval or denial.</p> <p><b>4 No</b>—The client did not apply for a Pell Grant.</p>
<b>80 Pell Grant School Year Award Amount</b>	Record the dollar amount ("0000.00") of the Pell Grant that has been awarded to the client for the year.
<b>81 Labor Force Status</b>	<p>Circle the appropriate number.</p> <p><b>1 Employed</b>—During the last seven-days prior to WIA application, the individual:</p> <ul style="list-style-type: none"> <li><b>A.</b> Has done any work at all as a paid employee, in his or her own business, profession or farm; or</li> <li><b>B.</b> Has done 15 or more hours as an unpaid worker in an enterprise operated by a member of the family; or</li> <li><b>C.</b> Has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not they are seeking another job.</li> </ul> <p><b>2 Not employed</b>—The client does not meet the definition of employed or who, although employed, has received notice of termination of employment.</p>
<b>82 Weeks Not Employed Last 26 Weeks</b>	Record the number of weeks (0-26) that the client was not employed during the 26 weeks immediately prior to applying for WIA. Record this information whether or not the individual is unemployed at the time of application. This field will be skipped if Labor Force Status in field 81 is 1 (Employed).

<b>83 Hourly Wage (Optional)</b>	<p>Record the hourly wage the client earned or is earning. If the individual is paid by commission or receives a salary, you can convert to the hourly wage by dividing the amount paid by the number of hours the individual is working. The term “hourly wage” can include any bonuses, tips, gratuities, commissions, and overtime pay earned. The hourly wage collection should be consistent with the manner that the hourly wage is collected on the follow-up form in order for these figures to be used in estimating the earnings gains for the client.</p>
<b>84 Referred by WPRS (Profiling)</b>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b>—The client is an unemployment insurance claimant who has been referred to WIA reemployment services by the Worker Profiling and Reemployment Services (WPRS) system.</p> <p><b>2 No</b></p>
<b>85 Dislocated Worker</b>	<p>Circle the appropriate number.</p> <p><b>1 Terminated, Laid off or Voluntarily terminated employment and is UC eligible.</b></p> <p><b>2 Received Notice of Layoff</b></p> <p><b>3 Long Term Unemployed (JTPA transfer only)</b></p> <p><b>4 Self Employed</b></p> <p><b>5 Displaced Homemaker</b></p> <p><b>9 Not Applicable</b></p>
<b>86 Dislocation Date</b>	<p>Record the last day of employment at the dislocation job (MM/DD/YYYY). If there is no dislocation job, (e.g., displaced homemakers), leave blank. If the individual is still employed, this field should be left blank until the qualifying dislocation takes place.</p>
<b>87 Job Code at Dislocation</b>	<p>Record the five or six-digit SOC/O*NET, ONET3, OES, or nine-digit DOT code that best describes the individual's type of employment at their place of dislocation. This code should be the one at which the individual is most skilled or the one for the job held longest.</p>

<b>Job Title</b>	After a valid job code has been entered, the job title will be displayed in this field. Record the title of the job noted in Item #87.
<b>88 Dislocation Industry Code (Optional)</b>	Record the first three-digits of the Standard Industrial Classification (SIC) or North American Industry Classification System (NAICS) industry code of the qualifying dislocation.
<b>89 Tenure at Employer of Dislocation (months)</b>	Record the number of months ("000") the client was employed at the place of dislocation.
<b>90 Employer Number</b>	Record the number assigned to the employer from the list provided by the subgrantee MIS section.
<b>91 Employer Name</b>	Record the business name of the employer for whom the client is/was working.  After entry of a valid employer number, all employer information will be displayed.
<b>Employer Address</b>	These fields will auto-fill after the Employer Number has been entered.  <b>Employer City, State</b> Record the city and state of the employer.  <b>Employer Zip</b> Record the Zip code of the employer.  <b>Employer Telephone</b> Record the employer's contact telephone number including the area code. Do not leave this item blank.
<b>92 Eligibility</b>	Circle the appropriate letter.  <b>A - Adult</b>  The client is eligible for the Adult program if the individual is age 18 or older.  <b>B - Low Income Adult</b>  The client is eligible for the Low Income Adult program if the individual is age 18 or older AND is considered low income, as noted in Item #59—Low Income.

<p><b>Eligibility (continued)</b></p>	<p>WIA Section 134 (d)(4)(E) PRIORITY: Unless the local board determines that funds allocated to a local area for adult employment and training activities are not limited under paragraph (2)(A) or (3) of Section 133(b), priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services. The local board shall direct the one-stop operators in the local area with regard to making determinations related to such priority.</p> <p><b>D – Dislocated Worker</b></p> <ol style="list-style-type: none"> <li>1. Has been terminated, voluntarily terminated, laid off or has received a notice of termination or layoff from employment; AND             <ol style="list-style-type: none"> <li>a. Is eligible for, or has exhausted, entitlement to unemployment compensation;</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>b. Is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law, but demonstrates a sufficient attachment to the workforce; AND</li> </ol> <p>Is unlikely to return to a previous industry or occupation.</p> <p><b>OR</b></p> </li> <li>2. Has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility or enterprise;</li> </ol> <p><b>OR</b></p> <p>The Client is employed at a facility, has not received a notice but the employer has made a general announcement that the facility will close within 180 days;</p>
---------------------------------------	---



<p><b>Eligibility (continued)</b></p>	<p>For services other than training services (Section 134(d)(4)), intensive services (Section 134(d)(3)) or supportive services, is employed at a facility at which the employer has made a general announcement that the facility will close but without a timeframe.</p> <p><b>OR</b></p> <p>3. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters</p> <p><b>OR</b></p> <p>4. Is a displaced homemaker. A displaced homemaker means an individual who has been providing unpaid services to family members in the home and who:</p> <ul style="list-style-type: none"> <li>a. Has been dependent on the income of another family member but is no longer supported by that income; AND</li> <li>b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</li> </ul> <p><b>F - Youth (age 14 – 18)</b></p> <p>The client is eligible for Youth services (WIA Section 101(13)), if the following criteria have been met:</p> <ul style="list-style-type: none"> <li>1. The client is age 14 through 18;</li> <li>2. Is a low income individual, as defined in WIA Section 101(25), and noted in Item #59—Low Income;</li> </ul> <p><b>AND</b></p> <p>Is within one or more of the following categories:</p> <ul style="list-style-type: none"> <li>a. Deficient in basic literacy skills; <b>OR</b></li> <li>b. School dropout; <b>OR</b></li> <li>c. Homeless, runaway, or foster child; <b>OR</b></li> </ul>
---------------------------------------	---

<p><b>Eligibility (continued)</b></p>	<ul style="list-style-type: none"> <li>d. Pregnant or parenting; <b>OR</b></li> <li>e. An offender; <b>OR</b></li> <li>f. Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment (WIA Section 101(13)).</li> </ul> <p><b>G - Youth (age 19 – 21)</b></p> <p>The client is eligible for Youth services (WIA Section 101(13)), if the following criteria have been met:</p> <ul style="list-style-type: none"> <li>1. The client is age 19 through 21;</li> <li>2. Is a low income individual, as defined in WIA Section 101(25), and noted in Item #59—Low Income;</li> </ul> <p><b>AND</b></p> <p>Is within one or more of the following categories:</p> <ul style="list-style-type: none"> <li>a. Deficient in basic literacy skills; <b>OR</b></li> <li>b. School dropout; <b>OR</b></li> <li>c. Homeless, runaway, or foster child; <b>OR</b></li> <li>d. Pregnant or parenting; <b>OR</b></li> <li>e. An offender; <b>OR</b></li> <li>f. Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment (WIA Section 101(13)).</li> </ul> <p><b>H - Veteran Grant</b></p> <p>The client is eligible for Veteran services (WIA Section 168), if the following criteria have been met:</p> <p>The client is eligible as an individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable.</p>
---------------------------------------	--

<p><b>Eligibility (continued)</b></p>	<p><b>AND</b></p> <p>Is within one or more of the following categories:</p> <ul style="list-style-type: none"> <li>a. Service-connected disability; OR</li> <li>b. Significant barrier to employment; OR</li> <li>c. Campaign veteran; OR</li> <li>d. Recently separated veteran.</li> </ul> <p><b>I - 5 Percent Window Youth (age 14 – 18)</b></p> <p>Not more than 5 percent of participants assisted under WIA Section 129(c)(5) in each subgrantee may be individuals who <b>do not meet</b> the minimum income criteria, as noted in Item #59—Low Income, to be considered eligible youth. Such individuals must be age 14 through 18 at the time of WIA application;</p> <p><b>AND</b></p> <p>Is within one or more of the following categories:</p> <ul style="list-style-type: none"> <li>a. School dropout; <b>OR</b></li> <li>b. Deficient in basic literacy skills; <b>OR</b></li> <li>c. Educational attainment is one or more grade levels below the grade level appropriate to the age of the individual; <b>OR</b></li> <li>d. Pregnant or parenting; <b>OR</b></li> <li>e. Is disabled, including learning disabilities; <b>OR</b></li> <li>g. Homeless or runaway; <b>OR</b></li> <li>f. Offender; <b>OR</b></li> <li>g. Faces serious barriers to employment as identified by the local board.</li> </ul> <p><b>J - 5 Percent Window Youth (age 19 – 21)</b></p> <p>Not more than 5 percent of participants assisted under WIA Section 129(c)(5) in each subgrantee may be individuals who <b>do not meet</b> the minimum income criteria, as noted in Item #59—Low Income,</p>
---------------------------------------	---

<b>Eligibility (continued)</b>	<p>to be considered eligible youth. Such individuals must be age 19 through 21 at the time of WIA application;</p> <p><b>AND</b></p> <p>Is within one or more of the following categories:</p> <ul style="list-style-type: none"> <li>a. School dropout; <b>OR</b></li> <li>b. Deficient in basic literacy skills; <b>OR</b></li> <li>c. Educational attainment is one or more grade levels below the grade level appropriate to the age of the individual; <b>OR</b></li> <li>d. Pregnant or parenting; <b>OR</b></li> <li>e. Is disabled, including learning disabilities; <b>OR</b></li> <li>f. Homeless or runaway; <b>OR</b></li> <li>g. Offender; <b>OR</b></li> <li>h. Faces serious barriers to employment as identified by the local board.</li> </ul> <p><b>X - Not Eligible</b></p> <p>The client is ineligible for the WIA program.</p>
<b>Signature of Interviewer</b>	The person responsible for completion of this form must sign here.
<b>93 Interviewer ID (Optional)</b>	Record the identification number assigned by the subgrantee for the person responsible for completion of this form.
<b>Date</b>	Record the date the interviewer completed this form.
<b>Signature of Reviewer</b>	The reviewer must sign the application form. The signature certifies that the proper eligibility has been determined for the WIA program.
<b>94 Reviewer ID (Optional)</b>	Record the identification number assigned by the subgrantee for the person responsible for review of this form.
<b>Date</b>	Record the date the reviewer signed this form.

<b><i>Signature of Client</i></b>	Once the application form has been completed, review the form with the client and have them sign the application form. The client's signature constitutes the client's certification that the WIA application information is true and correct.
<b><i>Date</i></b>	Record the date the client signed the application form.
<b><i>Signature of Parent or Guardian</i></b>	In the case of a client who is a minor (except an emancipated minor), the signature of a parent or guardian is required to certify that the WIA application information is true and correct.
<b><i>Date</i></b>	Record the date the parent or guardian signed the application form.
<b><i>Remarks</i></b>	Provide any additional details essential to this application form.

## EWIR—Enter WIA Registration Screen—Screen 1

EWIR	Enter WIA Registration Form	ADD
01 App Num	20 Race	
02 Agcy Code	21 Adult Education	
03 SSN	22 Job Corps	
04 App Date	23 Farmworker Program	
05 Last Name	24 Native American Pgm	
06 First MI	25 Vet Wrkfrce Inv Pgm	
07 Strt Adrs	25 Veterans/DVOP LVR	
City	26 Trade Adjustment Act	
St	27 NAFTAA-TAA	
08 Zip	28 Vocational Education	
09 Phone	29 Vocational Rehab	
10 Mail Strt	30 Wagner-Peyser	
Mail City	31 WtW Participant	
Mail St	32 Title V Activities (OAA)	
11 Mail Zip	33 Comm Svc Blk Grnt	
12 Msg Phone	34 HUD Pgm	
13 GEO	35 Other Non-WIA Pgm	
14 Citizen	36 Rapid Response	
15 Alien Doc	37 Rapid Response – Add Assistance	
16 Gender	38 Disabled	
17 Birthdate	39 Limited English	
18 Age	40 Substance Abuse	
19 Selective Svc Reg	42 Basic Skills Defic	
	43 Offender	

## EWIR—Enter WIA Application Screen—Screen 2

EWIR	Enter WIA	Application Form	ADD
		61	Unemployment Insurance
44	Pregnant/Parenting Youth	62	Veteran Status
45	Youth Needing Addtl	63	Disabled Veteran
46	Runaway Youth	64	Veteran Sep Date
47	Foster Child	65	Recent Sep Date
48	Family TANF	66	Campaign Veteran
49	Family GA	67	Highest Grade Complete
50	Family RCA	68	Education Status
51	Family SSI	69	Read Grade
52	Family Food Stamps	70	Read Score
53	Number in Family	71	Reading Test
54	Number of Dependents	72	Read Version
55	Family Status	73	Math Grade
56	Family Inc (prior 6mos)	74	Math Score
57	Low Income	75	Math Test
58	TANF Exhaustee	76	Math Version
59	Homeless	77	Pell Grant Recipient
60	Poor Work History	78	Pell Grant Amount

## EWIR—Enter WIA Registration Screen—Screen 3

EWIR	Enter WIA Application Form	ADD
79	Labor Force Status	
80	Wks Unemp Last 26	
81	Referred by WPRS	
82	Dislocated Worker	
83	Dislocation Date	
84	Job Code at Dislocation	
	Job Title	
85	Dislocation Industry Code	
86	Tenure Dislocation	
87	Employer Number	
88	Employer Name	
	Employer Address	
	Employer City	
	Employer St	
	Employer Zip	
	Employer Telephone	
89	Eligibility	
90	Interviewer ID	
91	Reviewer ID	
EWIR Complete		



### Field Requirements for Filing an Application Form

An application does not need to be entered completely before it may be filed. Partial applications can be filed, but an enrollment cannot be entered against an application until it has been entered completely and error free. Refer to individual fields to see if the field is required.



**Note:** When all required fields have been entered, you may use the **<F5> <File>** key to file the record. If there are errors or missing data in the record, you will be prompted to go to the error to correct it. This must be done prior to entering any enrollments for the client. When the form has been entered with no errors or missing data, **“YES”** will appear in the field **EWIR Complete**. An incomplete form may be filed and updated at a later time, but no enrollments will be allowed until **EWIR Complete = “YES”**.

If you requested an auto-generated application number, the number will be generated at this time. This number should be recorded on the form, as it will be used on future records.



## **Enrollment/Registration Form (WIA EWIE)**

The Workforce Investment Act (WIA) Enrollment/Registration form (EWIE) is used to record the enrollment of an eligible WIA client into the WIA grant program. Once a program operator has completed the intake/eligibility process and obtained the documentation required to determine the client's eligibility for the program, an enrollment form should be completed to enroll a participant into an activity.

Individuals who are primarily seeking information and do not seek direct, one-on-one staff assistance do not need to be enrolled/registered. However, when an individual seeks more than minimal assistance from staff in taking the next steps toward self-sufficient employment, then eligibility must be determined. At that time, an Enrollment/Registration form is completed to enroll the client into an activity. Enrollment/Registration is the point at which information that is used in performance measurements begins to be collected.

Only one enrollment form is completed for each client unless the client is receiving services from different WIA funding sources. For example, if a client is co-enrolled in both the WIA Adult program and the Older Youth program, a separate enrollment form would be completed for each funding source. A separate line on the enrollment form will be used for each specific activity, such as adult education, case management and training.



# WORKFORCE INVESTMENT ACT ENROLLMENT/REGISTRATION

Subgrantee Name

01 Social Security Number

02 Case Number

Application Number

Last Name			First Name			Middle					
03 Grant Code	04 Agency Code	05 Labor Force Status 1 Employed 2 Not employed		06 Enrollment Date	07 Date ITA Established	08 Total Amount of ITA					
Activity 1	09 Activity Code	10 Agency Code	11 State Provider ID	12 Program Code	13 Job Code/Job Description	14 Begin Date	15 Est/End Date	16 ITA Amount Used	17 Completion Code	18 Goal Code	
Activity 2	Activity Code	Agency Code	State Provider ID	Program Code	Job Code/Job Description	Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code	
Activity 3	Activity Code	Agency Code	State Provider ID	Program Code	Job Code/Job Description	Begin Date	Est/End Date	ITA Amount Used	Completion Code	Goal Code	
Enrolling Staff Signature				19 Enrolling Staff ID		Date					
<b>Activity Codes</b> <b>Core</b> 10 Follow-up Services, Counseling 11 Staff Assisted Job Development 12 Staff Assisted Job Referrals 13 Staff assisted Job Search, Placement 14 Staff Assisted Workshops / Job Clubs 15 Other Core Services 16 Non-WIA Funded Core Services  <b>Intensive</b> 30 Case Mgt for Participants 31 Comprehensive Assessments 32 Development of Individual Employment Plan 33 Group Counseling 34 Work/Entry Employment Experience 35 Individual Counseling and Career Planning 36 Out-of-Area Job Search 37 Relocation Expenses 38 Short Term Prevocational Services 39 Internships 40 Other Intensive Services 41 Non-WIA Funded Intensive				<b>Training</b> 50 Adult Education 51 Customized Training 52 Entrepreneurial Training 53 Job Readiness Training 54 Occupational Skills Training 55 On-The-Job Training 56 Private Sector Training 57 Skill Upgrading and Retraining 58 Workplace Training and Coop Ed 59 Other Training Services 60 Non-WIA Funded Training Services  <b>Youth</b> 70 Summer-related 71 Educational Achievement Services 72 Employment Services 73 Citizen and Leadership Services 74 Other Youth Services 75 Non-WIA Funded Youth Services  <b>Miscellaneous</b> 80 Other JTPA 81 Supportive Services 82 Needs-related Payments 83 Planned Break In Services 84 Non-WIA Funded Miscellaneous  90:99 Optional Local Use <b>Completion Codes</b> 1 Completed 2 Not Completed, Involuntary 3 Not Completed, Voluntary 9 Completed during JTPA		<b>Goal Codes (Youth Only)</b>  <b>BASIC SKILLS</b> 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision Making 013 ESL/VESL 015 Life Skills  <b>OCCUPATIONAL SKILLS</b> 007 Perform Actual Tasks 008 Familiarity with Procedures, Tools 016 Technology 019 Information Skills  <b>WORK READINESS SKILLS</b> 009 World of Work Awareness 010 Labor Market Knowledge 011 Career Planning 012 Job Search Techniques 014 Leadership 017 Allocates Resources 018 Team Work 020 Interpersonal Skills					

The program is located in the MWIS Workforce Investment Act Screens menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic **"EWIE"** anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

### EWIE – Enter WIA Enrollment/Registration Form

EWIE      Enter WIA Enrollment/Registration Form									
01 SSN		- -		Name					
02 Case Num		App Num							
03 Grant Code				06 Enrollment Date		/ /			
04 Agency Code				07 Date ITA Established		/ /			
05 Labor Force Status				08 Total Amt of ITA					
Activities/Services Section				19 Enrolling Staff ID					
Act Cd	Agy Cd	Provider Code	Program Code	Job Code	Begin Date	Est/End Date	ITA Amt Used	Cmp Cd	Gl Cd
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			
					/ /	/ /			

## Enrollment/Registration Form (WIA EWIE)



The following are line item instructions for the Workforce Investment Act Enrollment/Registration form. These instructions are intended to assist you with completion of this form and data entry into the Job Training Automation system.




For detailed instructions on the Job Training Automation (JTA) system, please refer to the instructions marked with this icon.

## Instructions for the WIA Enrollment Form

<b>Subgrantee Name (Optional)</b>	Record the name of the subgrantee or the four character alpha code.
<b>01 Social Security Number</b>	<p>Record the client's Social Security Number (SSN). Compare the SSN entered here to the SSN shown on the application form to verify its accuracy.</p> <p>The Department of Labor (DOL) does not accept records transmitted without valid Social Security numbers.</p>
<b>02 Case Number</b>	<p>If the form you are using does not have a pre-printed number, you may either assign one or allow the computer to assign the next sequential number. Do not reuse closed case numbers.</p> <p>To auto-generate a number, press <b>[Enter/Return]</b> on this field. You will be asked if you wish to auto-generate a number. If you respond with “Y”, a number will be generated when the record is filed.</p> <p>If this is a new case record, the word “ADD” will appear in the upper right-hand corner of the screen. If this is an existing case record, either the word “UPDATE” or “VIEW” will appear.</p> <p>When a record is opened in “UPDATE” mode, the record will be locked and only the person updating that record will have access to that record. If another user attempts to access the record, a message will appear indicating no changes can be made because the record is “locked.”</p> <p>If this is an existing case record and a termination has been entered for this case record, changes to the record will not be allowed. If changes are required, the termination form must be deleted, and the changes may then be made to the Enrollment form.</p>

<p><b>Application Number</b></p> 	<p>Record the application number as it appears on the WIA application form.</p> <p>The application must exist in the database and be complete. After the application number has been entered, the client's name will be displayed.</p> <p>At this point, you may view the history for the client by pressing the <b>&lt;F17&gt;</b> key. This is the Display Client History key and will display the same information as the Query Client History (QCH).</p>
<p><b>Last Name, First Name, Middle</b></p>	<p>Record the client's name, last name first, and compare it with the application form to verify its accuracy.</p>
<p><b>03 Grant Code</b></p> 	<p>Record the grant code of the WIA program in which the client is being served. Refer to the list of assigned WIA grant codes for accurate identification numbers.</p> <p>Client must be eligible on the application form for the grant entered here. (See field #92 on the Application form.) The <b>&lt;F1&gt;</b> key may be pressed to display a list of valid grant codes.</p>
<p><b>04 Agency Code (optional)</b></p>	<p>Record the code that has been assigned by the subgrantee to the service provider that conducts the initial intake interview. This is an optional entry.</p> <p>If the agency code is not known, use the <b>&lt;F1&gt;</b> key to display a window of valid agency codes.</p>
<p><b>05 Labor Force Status</b></p>	<p>Record the current employment status of the participant on the date enrolled/registered into a WIA program. Circle the appropriate number.</p> <p><b>1 Employed</b>—During the last seven-days prior to WIA registration, an employed individual:</p> <ul style="list-style-type: none"> <li><b>A.</b> Has done any work at all as a paid employee, in his or her own business, profession or farm; or</li> <li><b>B.</b> Has done 15 or more hours as an unpaid worker in an enterprise operated by a member of the family; or</li> <li><b>C.</b> Has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not they are seeking another job.</li> </ul> <p><b>(B) Not employed</b>—The client does not meet the definition of employed or who, although employed, has received notice of termination of employment.</p>

<b>06 Enrollment Date</b>	Record the actual date (MM/DD/YYYY) that the client enrolled in the WIA program. Do not leave this item blank. This date cannot be prior to the application date.
<b>07 Date ITA Established</b>	<p>Record the date (MM/DD/YYYY) that the Individual Training Account (ITA) was established on behalf of a participant. WIA Title I adult and dislocated workers purchase training services from eligible providers they select in consultation with the case manager.</p> <p>Contracts for services may be used instead of ITA's only when one of the following three exceptions apply:</p> <ol style="list-style-type: none"> <li>(1) When the services provided are on-the-job training (OJT) or customized training;</li> <li>(2) When the Local Board determines that there is an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITA's. The Local Plan must describe the process to be used in selecting the providers under a contract for services;</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>(3) When the Local Board determines that there is a training services program of demonstrated effectiveness offered in the area by a community-based organization (CBO) or another private organization to serve special participant populations that face multiple barriers to employment, as described in WIA Section 134(d)(4)(G).</li> </ol> <p> This field does not apply to WIA youth. This is an optional field and should be left blank if it does not apply. This field may be updated at a later date, prior to completion of all services (exit).</p>
<b>08 Total Amount of ITA</b>	Record the total dollar amount ("00000.00") of the ITA established for the client. This does not apply to WIA youth. This is an optional field and should be left blank if it does not apply. Payments from ITA's may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, through payment of a portion of the costs at different points in the training course.

**09 Activity Code**

An adult or dislocated worker WIA client must have at least one registered core activity before an intensive activity, and they must have at least one intensive activity before a training activity, even if Non-WIA funds, (core code #16 and intensive code #41 below) are used to support these activities. Record the code for the activity provided to the client from the list below:

If the Activity Code is not known, you may use the **<F1>** key to display a list of codes.

**CORE****10. Follow-up Services, Counseling**

(A) Follow-up services must be completed for a minimum of 12 months after employment begins for registered Adults and Dislocated Workers who are placed into unsubsidized employment and served under WIA. Local areas have broad discretion in determining the intensity and type of follow-up services. Follow-up services could include, but are not limited to:

- additional career planning and counseling;
- contact with the participant's employer, including assistance with work-related problems that may arise;
- peer support groups;
- information about additional educational opportunities, and referral to supportive services available in the community.

In determining the need for these post-placement services, there may also be a review of the participant's need for supportive services to meet the participant's employment goals. As provided in Sec. 663.815, financial assistance, such as needs-related payments, for employed participants is not an allowable follow-up service since, under WIA section 134(e)(3)(A), needs-related payments are restricted to unemployed persons who have exhausted or do not qualify for unemployment compensation and who need the payments to participate in training.

(B) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

<p><b>Activity Code (continued)</b></p>	<p><b>11. Staff Assisted Job Development</b></p> <p>Staff assists the individual by working with the employer and job seeker.</p> <p><b>12. Staff Assisted Job Referrals</b></p> <p>Staff refers the individual to an employment opportunity and assists with testing and background checks.</p> <p><b>13. Staff Assisted Job Search, Placement</b></p> <p>Staff provides career counseling to assist the individual in determining whether more intensive services are required to obtain employment.</p> <p><b>14. Staff Assisted Workshops/Job Clubs</b></p> <p>Job search assistance (including job search skills training and job club activities) means the provision of instruction and support to a participant to give the participant skills in acquiring full time employment. The services provided may include, but are not limited to, resume writing, interviewing skills, labor market guidance, telephone techniques, information on job openings, and job acquisition strategies, as well as the provision of office space and supplies for the job search.</p> <p><b>15. Other staff assisted Core Services</b></p> <p>Other core services that do not fit into the above categories.</p> <p><b>16. Non-WIA funded staff assisted Core Services</b></p> <p>Core services were provided to the individual by Non-WIA funding sources.</p> <p><b>INTENSIVE</b></p> <p><b>30 Case Mgt for Participants</b></p> <p>Case management refers to the provision of a client-centered approach in the delivery of services.</p> <p><b>31 Comprehensive Assessments</b></p> <p>Includes diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.</p>
---	--




<p><b>Activity Code (continued)</b></p>	<p><b>32 Development of Individual Employment Plan</b></p> <p>Development of a plan which identifies the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.</p> <p><b>33 Group Counseling</b></p> <p>Group counseling and career planning was provided to the client to achieve their employment goals.</p> <p><b>34 Work/Entry Employment Experience</b></p> <p>A planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for profit sector, the non-profit sector, or the public sector.</p> <p><b>35 Individual Counseling and Career Planning</b></p> <p>Individual counseling and career planning was provided to the client to achieve employment goals.</p> <p><b>36 Out-of-Area Job Search</b></p> <p>Client was provided services for out-of-area job search.</p> <p><b>37 Relocation Expenses</b></p> <p>Provided financial assistance to relocate in order to accept employment, as provided for by local policy.</p> <p><b>38 Short Term Pre-vocational Services</b></p> <p>Includes the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.</p> <p><b>39 Internships</b></p> <p>Staff refers the individual to an intern opportunity.</p> <p><b>40 Other Intensive Services</b></p> <p>Other intensive services that do not fit into the above categories.</p>
---	---

<b>Activity Code (continued)</b>	<p><b>41 Non-WIA funded Intensive Services</b></p> <p>Intensive services were provided to the individual by Non-WIA funding source.</p> <p><b>TRAINING</b></p> <p><b>50 Adult Education</b></p> <p>This service must be offered in combination with other allowable training services (not including customized training).</p> <p><b>51 Customized Training</b></p> <p>Training that is:</p> <ul style="list-style-type: none"> <li>(A) designed to meet the special requirements of an employer (including a group of employers);</li> <li>(B) that is conducted with a commitment by the employer to employ an individual on successful completion of the training; AND</li> <li>(C) for which the employer pays for not less than 50 percent of the cost of the training.</li> </ul> <p><b>52 Entrepreneurial Training</b></p> <p>Entrepreneurial training is provided to the client.</p> <p><b>53 Job Readiness Training</b></p> <p>Training in job seeking and interviewing skills, understanding employer expectations, and enhancing a client's capacity to move toward self-sufficiency.</p> <p><b>54 Occupational Skills Training</b></p> <p>Occupational skills training, including training for non-traditional employment.</p> <p><b>55 On-the-Job Training</b></p> <p>Training by an employer that is provided to a paid participant while engaged in productive work in a job that:</p> <ul style="list-style-type: none"> <li>(A) provides knowledge or skills essential to the full and adequate performance of the job; and</li> <li>(B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and</li> </ul>
--------------------------------------	--



<b>Activity Code (continued)</b>	<p>(C) is limited in duration that is appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.</p> <p><b>56 Private Sector Training</b> Training programs operated by the private sector.</p> <p><b>57 Skill Upgrading and Retraining</b> Training was provided for the purpose of upgrading the skills and/or retraining the client.</p> <p><b>58 Workplace Training And Coop Ed</b> Programs that combine workplace training with related instruction, which may include cooperative education programs.</p> <p><b>59 Other Training Services</b> Other training services that do not fit into the above categories.</p> <p><b>60 Non-WIA funded Training Services</b> Training services were provided to the individual by non-WIA funding sources.</p> <p><b>Youth (younger youth must use only these codes)</b></p> <p><b>70 Summer-related</b> The WIA youth received summer employment opportunities that are directly linked to academic and occupational learning.</p> <p><b>71 Educational Achievement Services</b> Services include tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies, and alternative secondary school service.</p> <p><b>72 Employment Services</b> Preparation for and success in employment services include paid and unpaid work experiences, including internships, and job shadowing, and occupational skill training.</p>
--------------------------------------	---

<b>Activity Code (continued)</b>	<p><b>73 Citizen and Leadership Services</b></p> <p>Services are intended to develop the potential of youth as citizens and leaders and include leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours.</p> <p><b>74 Other Youth Services</b></p> <p>Additional supports for youth services include providing mentoring, comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving employment-related success.</p> <p><b>75 Non-WIA Funded Youth Services</b></p> <p>Youth services were provided to the individual by non-WIA funding sources.</p> <p><b>Miscellaneous</b></p> <p><b>80 Other JTPA</b></p> <p>This field is for clients that were transitioned from JTPA to WIA and received miscellaneous activities that were allowable under JTPA but are not allowable under WIA.</p> <p><b>81 Supportive Services</b></p> <p>Services such as transportation, child-care, dependent-care, housing, and needs-related payments, which are necessary to enable an individual to participate in activities authorized under Title I of WIA.</p> <p><b>82 Needs-related Payments</b></p> <p><b>Adults/Dislocated Workers in Training Services:</b></p> <p>Funds allocated to a local area that may be used to provide needs-related payments to adults and dislocated workers, respectively, who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in programs of training services.</p>
--------------------------------------	--

<p><b>Activity Code (continued)</b></p>	<p><b>Additional Eligibility Requirements:</b></p> <p>A dislocated worker who has ceased to qualify for unemployment compensation may be eligible to receive needs-related payments <b>only</b> if such worker was enrolled in the training services by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility for employment and training activities for dislocated workers under this subtitle; <b>or</b></p> <p>If later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six-months.</p> <p>Also, the individual did not qualify for or must have ceased to qualify for unemployment compensation or trade adjustment assistance under TAA or NAFTA-TAA in order to be eligible to receive needs-related payments.</p> <p><b>Youth in Training:</b></p> <p>Stipends for such activities as GED completion are allowable expenditures under the WIA youth program, provided the provision of a stipend is included in the participant's individual needs assessment and individual service strategy. Provision of stipends must also have been approved in the local plan.</p> <p><b>83 Planned Break in Service</b></p> <p>This activity code should be used to identify participants who have a planned gap in service of greater than 90 days so they will not be considered as exited. The gap in service <b>must</b> be due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. Service providers should document any gap in service that occurs with a reason for such a gap in service. Once a participant has not received any WIA funded or partner services for 90 days or more they <b>must</b> be exited from the system. This does not include those using activity code 83.</p> <p><b>84 Non-WIA Funded Miscellaneous</b></p> <p>Miscellaneous services were provided to the individual by non-WIA funding sources.</p>
---	---

<b>Activity Code (continued)</b>	<b>90:99</b> Optional Local Use Activity codes 90 to 99 are provided for the optional use of local areas.
<b>10 Agency Code (Optional)</b> 	Record the 4-character code that has been assigned by the Local Workforce Investment Area to the service provider that provides the service.  If the agency code is not known, use the <F1> key to display a window of valid agency codes.
<b>11 State Provider ID</b>	Record the provider code from the Eligible Training Provider List (ETPL) that identifies the school/agency that provided the training activity. Leave this field blank for youth, customized training or OJT enrollments, and non-training activities, as it does not apply.  The Provider code may be obtained from the ETPL generated from the JTA system by downloading the information for your county or for the provider. Or you may access the ETPL data on the Internet at <a href="http://www.l-train.org">www.l-train.org</a> .
<b>12 Program Code</b>	Record the 12-digit program code from the ETPL that identifies the program activity. Leave this field blank for youth, customized training or OJT enrollments, and non-training activities, as it does not apply.
<b>13 Job Code</b>	Basic skills, work readiness, and GED will not have a job code. This field should be left blank if it does not apply.  Enter the nine-digit Dictionary of Occupational Titles (DOT) code, five-digit Occupational Employment Survey (OES) code, or the five or six-digit O*NET code that best describes the training occupation. If the participant is to receive classroom occupational skills training, the six-digit Classification of Instructional Programs (CIP) code may be entered. If training is to be provided for more than one occupation, enter the code for the most significant occupational training received.
<b>14 Begin Date</b>	Enter the first date the client received services and/or training. Enter in the format of "MM/DD/YYYY". This date must be on or after the application date.
<b>15 Est/End Date</b>	This field has a dual purpose. First, record the estimated end date for the activity (MM/DD/YYYY); update it to the actual date of completion of the activity when services have been provided.

<b>16 ITA Amount Used</b>	When services have been provided, record the cumulative dollar ("00000.00") amount expended from the ITA for this activity, if it was an ITA activity.
<b>17 Completion Code</b>	<p>When services have been provided, record the code that best describes the completion status of this activity:</p> <ul style="list-style-type: none"> <li><b>1</b> Completed</li> <li><b>2</b> Not Completed, Involuntary</li> <li><b>3</b> Not Completed, Voluntary</li> <li><b>9</b> Completed during JTPA participation</li> </ul>
<b>18 Goal Code</b>	<p>The goal code is optional for adults, but required for youth. From the list below, select and record the goal code of the activity provided to the youth client. A youth who is determined to be basic literacy skills deficient must set a minimum of one basic skills goal. The goal must be set within 30 days of enrollment. A maximum of three goals may be set for a youth in one calendar year. Goals may be progressive, i.e., achieve 7th grade reading skills, achieve 8th grade reading skills, etc.</p> <div data-bbox="505 989 594 1066" data-label="Image"> </div> <p>The <b>&lt;F1&gt;</b> key will display a help window with a list of valid goal codes.</p> <p><b>BASIC SKILLS (Activity Code 71)</b></p> <ul style="list-style-type: none"> <li><b>001</b> Reading Comprehension</li> <li><b>002</b> Math Computation</li> <li><b>003</b> Writing</li> <li><b>004</b> Speaking</li> <li><b>005</b> Listening</li> <li><b>006</b> Problem Solving, Reasoning, Decision Making</li> <li><b>013</b> ESL/VESL</li> <li><b>015</b> Life Skills</li> </ul> <p><b>OCCUPATIONAL SKILLS (Activity Code 72)</b></p> <ul style="list-style-type: none"> <li><b>007</b> Perform Actual Tasks</li> <li><b>008</b> Familiarity with Procedures, Tools</li> <li><b>016</b> Technology (computer skills)</li> <li><b>019</b> Information Skills</li> </ul>

<b>Goal Code (continued)</b>	<b>WORK READINESS SKILLS (Activity Code 72):</b> <b>009</b> Work of Work Awareness <b>010</b> Labor Market Knowledge <b>011</b> Career Planning <b>012</b> Job Search Techniques <b>CITIZEN/LEADERSHIP SERVICES (Activity Code 73):</b> <b>014</b> Leadership <b>017</b> Allocates Resources <b>018</b> Teamwork <b>020</b> Interpersonal Skills
<b>Enrolling Staff Signature</b> 	The enrolling staff responsible for completion of this form must sign here. If the enrolling staff ID is not known, you may use the <b>&lt;F1&gt;</b> key to display a help window.
<b>19 Enrolling Staff ID</b> 	Record the staff identification number assigned by the subgrantee for the person responsible for completion of this form. Press <b>&lt;F1&gt;</b> key for a list of valid ID numbers.
<b>Date</b>	Record the date the enrolling staff member signed the enrollment form (MM/DD/YYYY).



After all required fields have been entered, the record may be filed by using the **<F5><File>** key.





## Function Keys

The following are the function keys that are available in this program:

<F1>	Where available, this key will display a list of acceptable values for the field in which the cursor rests. See specific field instructions.
<F4>	The <b>Go To</b> function may be used in this program.
<F5>	At time of filing, if a case number was auto-generated, the following message will be displayed:  <b>“Please record auto-generated data. Press any key to continue.”</b>
<F6>	This record may not be deleted if there is an employment, goals, or exit form on file for this case number. You must delete all subsequent records, including all activities, before deleting this one. The following message will be displayed:  <b>“Cannot delete, case has activity, services, placement, or term data.”</b>
<F16>	This function key allows the user to alternate between the scrolling region and the non-scrolling region of the screen.
<F17>	This function key will call the Display Client History module.
<F18>	When the cursor is placed in the Activity code field (08), this key is used to remove an activity from the record. It will not delete the whole case record, but rather delete one activity,

All other function keys will operate in the normal mode.

## Goals Form (WIA EWIG)

The Workforce Investment Act (WIA) Goals Form is used to record the goals that are set for and attained by a WIA youth client for performance measurement. Mandatory completion of this form is required for all youth ages 14-18.

The Department of Labor allows the maximum of three reportable goals per enrollment year to be set for the purpose of the youth skill attainment rate performance measure. A *maximum* of three primary goals per person in each enrollment year is allowable in order to prevent the setting of multiple minimum-level skill goals. There are three goal types: basic skills, occupational skills and work readiness. Participants may have any combination of the three types of skill goals. A youth who is determined to be basic skills deficient **must** have a minimum of one basic skill goal set as the first goal.

Once a youth is registered, one goal per enrollment year is **required** for all in-school youth and any appropriately assessed out-of-school youth that need to attain basic skills, work readiness skills, or occupational skills. At least one goal must be set within one month after Enrollment/Registration and must be recorded as being set **on** the date of Enrollment/Registration.

Because of the performance measurements on goals achieved, goals should be chosen which can be reached reasonably within one year of identification. Setting larger goals needing longer duration will result in negative performance evaluations. New goals may be set as initial goals are achieved.

This form will be used in two steps. Step one will be the establishment of a goal/s. At the establishment of a goal, the result code and date attained will not be completed. When the goal/s have been reached or the one-year allowed period has expired, the result code and date attained must be completed in order to receive credit for the skill attainment outcome.

A line on the goal form will be used for each specific goal. Several goals might be set for one goal type. For example, a Basic Skills goal (01) might include reading comprehension (01) and writing (03).

See the example below:

Primary Goal	Goal Type	Goal Code	Goal Description	Date Set	Result Code	Result Description	Date Attained
1	1	001	Course to increase reading comprehension by one grade level.	07/01/00	1	Increased reading comprehension by one grade level. ATTAINED	12/01/00
1	1	003	Class instruction that will improve minimal writing skills.	12/01/00	1	Improved writing skills. ATTAINED	05/01/01
1	2	008	Train to perform actual work-related tasks.	05/01/01	2	Client dropped out of class. NOT ATTAINED	05/15/01
2	2	009	Familiarize client with tools equipment for job.	07/05/01		.	

Youth competencies established under JTPA may be converted into skill attainment goals, as they will count toward the youth skill attainment rate. Examples of how to convert youth competencies into skill attainment goals include the following:

- Basic education skills under JTPA would be the equivalent of a basic skills goal under the skill attainment measure,
- Pre-employment skills and work maturity skills under JTPA would be the equivalent of a work readiness skills goal under the skill attainment measure, and
- Job-specific skills under JTPA would be the equivalent of an occupational skills goal under the skill attainment measure.



# WORKFORCE INVESTMENT ACT GOALS

Subgrantee Name	
01	Case Number
Application Number	
02	Agency Code
Social Security Number	

Last Name		First Name		Middle						
Primary Goal	Goal Type	Goal Code	Goal Description	Date Set	Result Code	Result Description	Date Attained			
Staff Signature				03 Staff ID		Date				
<b>Primary Goal Code</b> 1 Primary Goal 2 Not Primary Goal		<b>Goal Type</b> 1 Basic Skills 2 Occupational Skills 3 Work Readiness Skills			<b>Result Code</b> 1 Attained Goal 2 Set, Goal Not Attained					
<b>Goal Code</b> <table border="0"> <tr> <td> <b>BASIC SKILLS</b>            001 Reading Comprehension            002 Math Computation            003 Writing            004 Speaking            005 Listening            006 Problem Solving, Reasoning, Decision Making            013 ESL/Vocational ESL            015 Life Skills         </td> <td> <b>OCCUPATIONAL SKILLS</b>            007 Perform Actual Tasks            008 Familiarity With Procedures, Tools            016 Technology            019 Information Skills         </td> <td> <b>WORK READINESS</b>            009 World of Work Awareness            010 Labor Market Knowledge            011 Career Planning            012 Job Search Techniques            014 Leadership            017 Allocates Resources            018 Team Work            020 Interpersonal Skills         </td> </tr> </table>								<b>BASIC SKILLS</b> 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision Making 013 ESL/Vocational ESL 015 Life Skills	<b>OCCUPATIONAL SKILLS</b> 007 Perform Actual Tasks 008 Familiarity With Procedures, Tools 016 Technology 019 Information Skills	<b>WORK READINESS</b> 009 World of Work Awareness 010 Labor Market Knowledge 011 Career Planning 012 Job Search Techniques 014 Leadership 017 Allocates Resources 018 Team Work 020 Interpersonal Skills
<b>BASIC SKILLS</b> 001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Reasoning, Decision Making 013 ESL/Vocational ESL 015 Life Skills	<b>OCCUPATIONAL SKILLS</b> 007 Perform Actual Tasks 008 Familiarity With Procedures, Tools 016 Technology 019 Information Skills	<b>WORK READINESS</b> 009 World of Work Awareness 010 Labor Market Knowledge 011 Career Planning 012 Job Search Techniques 014 Leadership 017 Allocates Resources 018 Team Work 020 Interpersonal Skills								

WIA EWIG (08/00)

The mnemonic for accessing the entry data screen is located in the MWIS Workforce Investment Act Screens menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic "**EWIG**" anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

### EWIG – Enter WIA Goals Form




EWIG		Enter WIA Goals Form						
01 Case Num	Name							
App Num	SSN		Grnt Cd		Grnt Desc			
02 Agency Cd	03 Goals Staff ID							
Primary Goal	Goal Type	Goal Code	Goal Description	Date Set	Result Code	Result Description	Date Attained	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	
				//			//	

### Goals Form (WIA EWIG)


The following are line item instructions for the WIA Goals Form. These instructions are intended to assist you with completion of this form. These instructions also provide information on using the Job Training Automation system.



For detailed instructions on the Job Training Automation (JTA) system, please refer to the instructions marked with this icon.




<b>Subgrantee Name (Optional)</b>	Record the name of the subgrantee or three-digit subgrantee alpha code. This is an optional entry.
<b>01 Case Number</b>  	<p>Record the seven-digit enrollment number from the WIA Enrollment/Registration form (EWIE).</p> <p>This must be a case that already has been entered into the JTA system. If the client has not yet been enrolled, or the enrollment has not yet been input, the following error message will be displayed:</p> <p style="text-align: center;"><b>“No Record Found.”</b></p> <p>If this message appears, make sure the WIA enrollment has been entered for this client. You may use the Query Client History (QCH) &lt;Shift F7&gt; to view the history information.</p> <p>Once a valid enrollment number has been entered, application number, the client's social security number, name, grant code and grant description will be displayed.</p>
<b>Application Number</b>  	<p>Record the application number as it appears on the Application form (EWIR).</p> <p>This field will be displayed, once the Case Number has been entered, as will the Social Security Number, client name, grant code and grant description will be displayed.</p>
<b>02 Agency Code (Optional)</b>  	<p>Record the code that has been assigned by the subgrantee to the service provider that completes the goal form. This is an <i>optional</i> entry.</p> <p>If the agency code is not known, use the &lt;F1&gt; key to display a window of valid agency codes.</p>
<b>Social Security Number</b>	Record the client's SSN. Compare the SSN entered here to the SSN shown on the Application form to verify its accuracy.
<b>Last Name, First Name, Middle</b>	Record the client's name, last name first, and compare it with the application form to verify its accuracy.



<p><b>Primary Goal</b></p>	<p>Circle the appropriate number. The Department of Labor allows the maximum of three primary goals per program year to be set for the purpose of the youth skill attainment performance measurement. The subgrantee determines the three goals to be measured for the participant by noting the goal as a primary goal, #1.</p> <p><b>1 Primary Goal</b></p> <p>This goal will be used in the performance calculations. Three primary goals per program year are allowable.</p> <p><b>2 Not Primary Goal</b></p> <p>This goal will not be used for performance.</p> <p>Note: If the subgrantee notes no goals as primary for a participant, JTA will pick the first goal listed for that participant as a primary one to be used for performance calculations.</p>
<p><b>Goal Type</b></p>	<p>A youth who is determined to be basic literacy skills deficient must have a minimum of one <i>basic skills</i> goal set. One goal per program year is <b>required</b> for all in-school youth and any appropriately assessed out-of-school youth that need to attain basic skills, work readiness skills, or occupational skills. Once a goal is set, it cannot be deleted. However, new goals may be set after initial goals are achieved. Or a previously set non-primary goal may be changed to a primary one, if that change does not create more than three primary goals.</p> <p>Circle the goal type in which the client is enrolled from the following:</p> <p><b>1 Basic Skills</b></p> <p>Include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, decision making and the capacity to use these skills.</p>

<p><b>Goal Type (continued)</b></p>	<p><b>2 Occupational Skills</b></p> <p>Include the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment, and materials, and breakdown and clean-up routines.</p> <p><b>3 Work Readiness Skills</b></p> <p>Include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). These skills also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. Also, include positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and coworkers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.</p> <p> If the goal type is not known, use the <b>&lt;F1&gt;</b> key to display a window of valid goal types.</p>
-------------------------------------	---



<p><b>Goal Code</b></p>	<p>Record the goal code for the activity provided to the youth client from the list below.</p> <p><b>001</b> Reading Comprehension</p> <p><b>002</b> Math Computation</p> <p><b>003</b> Writing</p> <p><b>004</b> Speaking</p> <p><b>005</b> Listening</p> <p><b>006</b> Problem Solving, Reasoning, Decision-making</p> <p><b>007</b> Perform Actual Tasks</p> <p><b>008</b> Familiarity with Procedures, Tools, Equipment</p> <p><b>009</b> World of Work Awareness</p> <p><b>010</b> Labor Market Knowledge</p> <p><b>011</b> Career Planning</p> <p><b>012</b> Job Search Techniques</p> <p><b>013</b> ESL/VESL</p> <p><b>014</b> Leadership</p> <p><b>015</b> Life Skills</p> <p><b>016</b> Technology (computer skills)</p> <p><b>017</b> Allocates Resources</p> <p><b>018</b> Teamwork</p> <p><b>019</b> Information Skills</p> <p><b>020</b> Interpersonal skills</p> <p>If the goal code is not known, use the &lt;F1&gt; key to display a window of valid goal codes.</p>
<p><b>Goal Description (Optional)</b></p>	<p>Record the description of the goal noted above.</p> <p>A concise description of the goal code will be displayed.</p>

<p><b>Date Set</b></p> 	<p>Record the date the goal is established for the client (MM/DD/YYYY).</p> <p>At least one goal must be set within one month after Enrollment/Registration and must be recorded as being set <b>on</b> the date of Enrollment/Registration. (See form, EWIE.)</p> <p>New goals may be set as initial goals are achieved. Skill goals must be achieved within one year of their beginning date. Once the goal has been set and entered, it can not be deleted. Primary skill goals will begin to count toward the skill attainment performance measurement as of their date set.</p> <p>The target date set can only be extended if the participant has a planned gap in service in which they are placed in a hold status, does not receive services and plans to return to the program. To extend the target date, use the hold status miscellaneous activity code from the EWIE, #83, planned gap in service, if appropriate and documented. When the client enters a hold status, the one-year clock for the goal target date stops. The clock begins once the participant is no longer in a hold status.</p>
<p><b>Result Code</b></p> 	<p>Circle the appropriate number that describes the result of the goal activity above.</p> <p><b>1 Attained Goal</b></p> <p>Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques.</p> <p><b>2 Set, Goal Not Attained</b></p> <p>Include goals whose anniversary date has passed without attainment of the goal. The anniversary date is the date one year after the date the goal was set.</p> <p>If the result code is not known, use the &lt;F1&gt; key to display a window of valid result codes.</p>
<p><b>Result Description</b></p> 	<p>Describe the result of the goal activity listed above. This is an optional field.</p> <p>A concise description of the result entered will display.</p>

<p><b><i>Date Attained</i></b></p> 	<p>Record the date the goal was determined to be attained (MM/DD/YYYY). This is the date on which the individual's skills were tested or otherwise assessed.</p> <p>Date entered may not be a future date, and must be on or after the date set.</p>
<p><b><i>Staff Signature</i></b></p>	<p>The staff responsible for completion of this form must sign here.</p>
<p><b><i>03 Staff ID</i></b></p> 	<p>Record the staff's assigned identification number.</p> <p>If the staff ID is not known, you may use the &lt;F1&gt; key to display a help window. This field is required.</p>
<p><b><i>Date</i></b></p>	<p>Record the date the staff member signed the goal form. (MM/DD/YYYY).</p>



After all appropriate fields have been entered, the record may be filed by using the <F5> key. At filing, the WIA goal table will be updated with the information from this form.


## Exit Form (WIA EWIT)

The Workforce Investment Act (WIA) Exit form is used to record the exit of a client from the WIA program and to track post-program services. This form should only be used when a client has completed **all** services, including partner services, or when they are not expected to return. WIA performance measures require staff to focus on follow-up and post-program services in order to meet the performance levels set.

If there are activities on the Enrollment form which do not have a completion date, or goals on the Goal form that do not have a completion date, this form may not be filed. You must return to the enrollment and/or goal form and indicate completion dates for all activities and goals.

The terms credential, certificate and diploma are used interchangeably throughout the WIA forms. Therefore, a definition of the term “credential” is provided here as it is defined by the Department of Labor in Training and Employment Guidance Letter TEGL 7-99.

**Credential**—*nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. Include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. Credentials can be obtained while a person is still participating in services.*

 <b>Employment Development Department</b> State of California		Subgrantee Name		
<b>WORKFORCE INVESTMENT ACT</b>  <b>EXIT</b>		01 Application Number		
		02 Agency Code		
		Social Security Number		
Last Name		First Name		Middle
03 Exit Code		Exit Codes (Select up to three codes) 01 Entered Employment 02 Called Back/Remained With Layoff Employer 03 Entered Advanced Training 04 Entered Postsecondary Education 05 Attained Recognized Certificate/Diploma/Degree 06 Planned Services Completed 07 Planned Services Not Completed 08 Lacks Transportation 09 Family Care 10 Health/Medical 11 Cannot Locate 12 Death 13 Institutionalized 14 Voluntary Other 15 Objective Assessment Only 16 Returned to Secondary Education (Youth Only) 17 Soft Exit		
04 Exit Date	05 Soft Exit Date	06 Degree Attained	07 Date Degree or Certificate Attained	08 Type of Degree Attained
		1 Yes 2 No, credential intended 3 No, credential not intended 4 No, credential pending 5 No training services provided		1 High School Diploma 2 Equivalency/GED 3 AA or AS Diploma/Degree 4 BA or BS Diploma or Degree 5 Occupational Skills License 6 Occupational Skills Certificate or Credential 7 Other
09 Date Entered Postsecondary Education		10 Date Entered Advanced Training	11 Entered Military Service	12 Entered Qualified Apprenticeship
			1 Yes 2 No	1 Yes 2 No
13 Date Employed		14 Employer Number	15 Employer Name	
Employer Address		Employer City/State		Employer ZIP
16 Employer Contact		17 Contact Phone	18 Job Code/Job Title	19 Hours Per Week
20 Hourly Wage	21 Training Related Employment	22 Determination Method	23 Health Benefits	24 Non-Traditional Employment
	1 Yes 2 No	1 Training to job 2 Industry to training 3 Other	1 Yes 2 No	1 Yes 2 No
Exit Staff Signature		25 Exit Staff ID		Date
<b>Post Exit Services</b>				
26 Service Code	27 Description		28 Begin Date	29 End Date
<b>Post Program Service Code</b> 01 Educational Achievement 02 Employment Services 03 Additional Youth Support 04 Citizen and Leadership 05 Follow-up Services				

WIA EWIT (08/00)

The mnemonic for accessing the entry data screen is located in the MWIS Workforce Investment Act Screens menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic **"EWIT"** anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

### EWIT – Enter WIA Exit Form



EWIT		Enter WIA Exit Form	
01 App Num	Name		
02 Agcy Cd	SSN		
		19 Hours Per Week	0.0
03 Exit Codes		20 Hourly Wage	0.00
04 Exit Date	/ /	21 Trng Reltd Employment	
06 Soft Exit Determination Dt		22 Determination Method	
07 Degree Attained		23 Health Benefits	
07 Date Degree/Cert Attained	/ /	24 Non-Trad Employment	
08 Type of Degree Attained		25 Exit Staff ID	
09 Date Enter Post-Scndry Ed	/ /	Post Exit Services	
10 Date Enter Advanced Trng	/ /		
11 Entered Military Service		Srv Descript	Bgn Dt End Dt
12 Entered Apprenticeship			/ / / /
13 Date Employed	/ /		/ / / /
14 Employer Number			
15 Employer Name			
Address			
CSZ	-		
16 Employer Contact			
17 Contact Phone	- -		
18 Job Code			

### EXIT Form (WIA EWIT)

The following are line item instructions for the WIA Exit form. These instructions are intended to assist you with completion of this form. These instructions also provide information on using the Job Training Automation (JTA) system.




For detailed instructions on the JTA system, please refer to the instructions marked with this icon.


<b>Subgrantee Name (Optional)</b>	Enter the subgrantee name or three-digit subgrantee alpha code. This is an optional entry.
<b>01 Application Number</b>  	Record the application number as it appears on the application form.  If an invalid application number is entered, the following error message will be displayed:  <b>"No app record found."</b>  If an application number has been entered which has open goals or activities, the following error message will be displayed:  <b>"Open activities/goals found. Cannot exit app."</b>  After the number is entered, the client SSN and name will be displayed. Compare what is displayed with what is recorded in those fields on the form.
<b>02 Agency Code (Optional)</b>  	Record the code that has been assigned by the subgrantee to the service provider that completes the exit form. This is an optional field.  Press <F1> key to display a list of valid agency codes.
<b>Social Security Number</b>	Record the client's SSN. Compare the SSN entered here to the SSN shown on the application form to verify its accuracy.
<b>Last Name, First Name, Middle</b>	Record the client's name, last name first, and compare it with the application form to verify its accuracy.
<b>03 Exit Codes</b>	Record the appropriate code(s) from the list below. Up to three codes may be entered.  <b>01 Entered Employment</b>  The client entered full or part-time employment. This includes clients who enter the military and/or a qualified apprenticeship program.  <b>02 Called Back/Remained with Layoff Employer</b>  The client was called back to or remained with the layoff employer.  <b>03 Entered Advanced Training</b>  The client entered advanced training.




<p><b>03 Exit Codes</b></p>	<p><b>04 Entered Post-secondary Education</b></p> <p>The client entered an accredited degree-granting institution that leads to an academic degree (AA, AS, BA or BS).</p> <p><b>05 Attained Recognized Certificate/Diploma/Degree</b></p> <p>The client obtained a nationally recognized degree or certificate or a state/locally recognized credential.</p> <p><b>06 Planned Services Completed</b></p> <p>The individual's WIA service goals were completed, and the individual is no longer receiving services (excluding follow-up services).</p> <p><b>07 Planned Services Not Completed</b></p> <p>The individual's WIA service goals were not completed, and the individual is no longer receiving services (excluding follow-up services).</p> <p><b>08 Lacks Transportation</b></p> <p>The client is without a means of transportation.</p> <p><b>09 Family Care</b></p> <p>The client is responsible for the care of one or more family members, which precludes entry into employment or continued participation in WIA. This does not apply to youth.</p> <p><b>10 Health/Medical</b></p> <p>The client is receiving medical treatment, which precludes entry into employment, or continued participation in WIA other than temporary conditions expected to last less than 90 days.</p> <p><b>11 Cannot Locate</b></p> <p>The client cannot be located after utilizing the address, phone number, and additional contact information provided by the client to locate them.</p> <p><b>12 Death</b></p> <p>The client is deceased.</p>
-----------------------------	---





<p><b>Exit Code (continued)</b></p>	<p><b>13 Institutionalized</b></p> <p>The client resides in an institution or facility providing 24-hour support such as a hospital or a prison and is expected to remain in that institution for at least 90 days.</p> <p><b>14 Voluntary Other</b></p> <p>The client voluntarily left the WIA program for reasons other than listed above.</p> <p><b>15 Objective Assessment Only</b></p> <p>The client received only objective assessment services. After July 1, 2000, those clients terminated with objective assessment only <b>will</b> be counted in WIA performance measure calculations.</p> <p><b>16 Returned to Secondary Education (Youth Only)</b></p> <p>The youth exited WIA Services and was attending secondary school at exit. In-school youth that exit and return to secondary school following participation in summer employment opportunities are excluded from the younger youth diploma or equivalency rate and the younger youth retention rate performance measures. These youth are only included in the younger youth skill attainment rate performance measure. Out-of-school youth are included in all three of the younger youth performance measures because, by definition, they would not be returning to school following summer employment opportunities.</p> <p> <b>17 Soft Exit</b></p> <p>A participant does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services (soft exit). If a participant is soft exited, the exit date will be the ending date of the <b>last</b> activity prior to the expiration of the 90 days.</p> <p>Press <b>&lt;F1&gt;</b> key to display a list of valid exit codes. Select from that list the code/s desired and press <b>&lt;Enter&gt;</b>.</p>
-------------------------------------	--

<p><b>03 Exit Date</b></p>	<p>Record the last date (MM/DD/YYYY) on which WIA Title I or partner services were received by the individual, excluding follow-up services. The exit date must be on or after the end date of the last activity (see EWIE field 16) received prior to the client exiting from the program. There are two ways to determine exit:</p> <p>A. A participant has a date of case closure completion or known exit from WIA-funded or non-WIA funded partner services (hard exit);</p> <p>B. A participant does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services (soft exit). If a participant is soft exited, the exit date will be the ending date of the <b>last</b> activity prior to the expiration of the 90 days.</p> <p>A planned gap in service of greater than 90 days should not be considered an exit if the gap is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. This should be identified as activity code #83, on the EWIE. Service providers should document any gap in service that occurs with a reason for the gap.</p> <p>The exit date must be equal to or greater than the application and enrollment dates and on or after the last activity completion date. It cannot be a future date.</p>
<p><b>05 Soft Exit Determination Date</b></p>	<p>This field represents the day a soft exit is determined (not the last day of services received). A participant does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services (soft exit).</p>
<p><b>06 Degree Attained</b></p>	<p>Circle the appropriate number.</p> <p><b>1 Yes</b></p> <p><b>2 No, credential intended</b></p> <p><b>3 No, credential not intended</b></p> <p><b>4 No, credential pending</b></p> <p><b>5 No training services provided</b></p> <p>Press &lt;F1&gt; key to display a list of valid exit codes. Select from that list the code/s desired and press &lt;Enter&gt;.</p>

<b>07</b>	<b>Date Degree or Certificate Attained</b>	Record the date the client received a degree or certificate (MM/DD/YYYY), if applicable. This date must be on or prior to exit date.
<b>08</b>	<b>Type of Degree Attained</b>  	<p>Circle the appropriate number.</p> <ol style="list-style-type: none"> <li><b>1 High School Diploma</b></li> <li><b>2 Equivalency/GED</b></li> <li><b>3 AA or AS Diploma/Degree</b></li> <li><b>4 BA or BS Diploma or Degree</b></li> <li><b>5 Occupational Skills License</b></li> <li><b>6 Occupational Skills Certificate or Credential</b></li> <li><b>7 Other</b></li> </ol> <p>Press &lt;F1&gt; key to display a list of valid exit codes. Select from that list the code/s desired and press &lt;Enter&gt;.</p>
<b>09</b>	<b>Date Entered Post-secondary Education</b>	Record the date (MM/DD/YYYY) the participant entered into a post-secondary educational program. This date must be on or prior to exit date.
<b>10</b>	<b>Date Entered Advanced Training</b>	<p>Record the date (MM/DD/YYYY) the participant entered into an advanced training program. Advanced training is an occupational skills and employment or training program, not funded under WIA title I, which does not duplicate training received under WIA title I. Training that leads to an academic degree (e.g., AA, AS, BA, BS) should be categorized as post-secondary education and not reported as advanced training. Advanced training may be provided by a One-Stop partner following the exit of the registrant from WIA. Advanced training does not include training funded partially or wholly with WIA funds. An example of advanced training is a community college program that does not lead to an advanced degree.</p> <p>This date must be on or prior to exit date.</p>
<b>11</b>	<b>Entered Military Service</b>	<p>Circle the appropriate number. <i>Military service is defined as reporting for active duty and is considered employment for the purpose of the youth retention rate performance measurement.</i></p> <ol style="list-style-type: none"> <li><b>1 Yes</b></li> <li><b>2 No</b></li> </ol>

<b>12 Entered Qualified Apprenticeship</b>	<p>Circle the appropriate number. <i>Qualified apprenticeship</i> is defined as a program approved and recorded by the ETA/Bureau of Apprenticeship and Training (BAT) or by a recognized State Apprenticeship Agency (State Apprenticeship Council). Approval is by certified registration or other appropriate written credential. Apprenticeship is considered employment for the purpose of the youth retention rate performance measurement.</p> <p><b>1 Yes</b></p> <p><b>2 No</b></p>
<b>13 Date Employed</b>	<p>Record the date (MM/DD/YYYY) the participant entered employment. This date must be on or prior to exit date.</p>
<b>14 Employer Number</b>  	<p>Record the locally assigned number for the employer.</p> <p>If the number is unknown, move to the employer name field. Once the employer number has been correctly entered or created, the Employer Name, address, and phone will be displayed.</p>
<b>15 Employer Name</b>  	<p>Record the business name of the employer for whom the participant is working.</p> <p>If the employer number is unknown, enter the first few characters of the name, then press &lt;F1&gt; key. A list of employers will be displayed, and the correct one may be selected. If the employer does not appear on the list, select “add employer” and proceed with the process of creating a new employer number.</p>
<p><b>Employer Address, City/State, Zip</b></p>          	<p>Record the business address of the employer for whom the participant is working.</p> <p><b>Employer City, State</b></p> <p>Record the city and state of the employer.</p> <p><b>Employer Zip</b></p> <p>Record the Zip code of the employer.</p> <p>Enter <b>XX</b> for a state outside the US, and “<b>00000</b>” for a zip outside the US.</p>
<b>16 Employer Contact</b>	<p>Record the name of the contact person at the employer’s place of business who can verify employment information.</p>

<b>17 Contact Phone</b>	Record the employer's contact telephone number including the area code.
<b>18 Job Code/Job Title</b>	Record the SOC/O*NET, OES, ONET3 or DOT code that best describes the individual's type of employment as well as the title of the job.
<b>19 Hours Per Week</b>	Record the number of hours per week the participant is working or is scheduled to work.
<b>20 Hourly Wage</b>	Record the hourly wage at exit. If the individual is paid by commission or receives a salary, convert this to an hourly wage by dividing the amount paid by the number of hours the individual is expected to work. The term "hourly wage" includes any bonuses, tips, gratuities, commissions, and overtime pay earned.
<b>21 Training Related Employment</b>	Circle the appropriate number.  <b>1 Yes</b> The individual is placed into employment that uses a substantial portion of the skills taught in the training received by the individual.  <b>2 No</b>
<b>22 Determination Method</b>  	If Item #20 indicates "Yes", circle the appropriate number that indicates the method used to determine if employment is training related. Otherwise, skip.  <b>1 Training to job</b> —Comparison of the occupation codes between the training activity and the job.  <b>2 Industry to training</b> —Comparison of the industry of employment with the occupation of training using an appropriate crosswalk.  <b>3 Other</b> —Another method was used.  Press <F1> key to display a list of valid exit codes. Select from that list the code/s desired and press <Enter>.
<b>23 Health Benefits</b>	Circle the appropriate number.  <b>1 Yes</b> The employment provides the individual with health insurance benefits.  <b>2 No</b>

<b>24 Non-Traditional Employment</b>	<p>Circle the appropriate number. Both males and females can be in nontraditional employment. Refer to WIA Standardized Record Data, Attachment E, Appendix D, for information that may be used for determining non-traditional employment.</p> <p><b>1 Yes</b> The participant has been placed in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work [WIA Section 101(26)].</p> <p><b>2 No</b></p>
<b>Exit Staff Signature</b>	<p>The staff responsible for completion of this form must sign here.</p>
<b>25 Exit Staff ID</b>  	<p>Record the assigned staff identification number of the staff responsible for the completion of the form.</p> <p>Press &lt;F1&gt; key to display a list of Staff ID numbers.</p>
<b>Date</b>	<p>Record the date the staff member signed the exit form (MM/DD/YYYY).</p>



Upon completion of entries, press <F5> key to file the record. The following message will appear:

**“Update Final Post Exit Service Date? (Y/N) N”**



If no services were provided after exit, then accept the default of “No.” If services were provided, and/or have ended, change “N” to “Y”, and enter end date. Multiple services may be entered; see following instructions.

An exit form may not be deleted, once the record has been extracted for IPD.

### Post Exit Services

The following fields are used to track required youth services that are provided after the exit date. The use of this portion of this form is optional for adults. Only post-exit service fields may be updated on this form after the extraction of the IPD record.

<b>26 Service Code</b>	<p>Record the appropriate number for these youth services. Use one line for each service with a maximum of 25 services. This section is required for youth.</p> <p><b>01 Educational Achievement</b></p> <p>Include, but are not limited to: Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies, and alternative secondary school service.</p> <p><b>02 Employment Services</b></p> <p>Include, but are not limited to: paid and unpaid work experiences, including internships, and job shadowing; and occupational skill training.</p> <p><b>03 Additional Youth Support</b></p> <p>Include, but are not limited to: Providing mentoring, comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving employment-related success.</p> <p><b>04 Citizen and Leadership</b></p> <p>Include, but are not limited to: Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours.</p> <p><b>05 Follow-up Services</b></p> <p>A minimum follow-up period of 12 months is required for all youth that exit the WIA program. Local areas have broad discretion in determining the intensity and type of follow-up services. Examples of follow-up services may include:</p> <ul style="list-style-type: none"> <li>• job shadowing;</li> <li>• a "Youth Day" career exploration activity organized at the One-Stop;</li> <li>• periodic, scheduled group meetings or one-on-one meetings to discuss educational or career options;</li> <li>• use of technology to explore Web sites and facilitate communication;</li> </ul>
------------------------	---

<p><b>Service Code (continued)</b></p> 	<ul style="list-style-type: none"> <li>• periodic telephone calls to inform youth of on-going activities such as job fairs or other career activities; and</li> <li>• adult mentoring and tutoring.</li> </ul> <p>This is a scrolling region which displays 14 rows at a time and has a maximum size of 25 rows. Press the <b>&lt;enter&gt;</b> key at the end of row 14 to display subsequent rows.</p> <p>To remove a code, position the cursor on the line to be removed, in the code field. Press <b>&lt;Shift F8&gt;</b> to delete a row.</p> <p>Press <b>&lt;F1&gt;</b> key to display a list of valid service codes.</p>
<p><b>27 Description</b></p> 	<p>Record the description of the service noted above.</p> <p>The description will be displayed when the code is entered.</p>
<p><b>28 Begin Date</b></p>	<p>Record the begin date for the post-program service above (MM/DD/YYYY).</p>
<p><b>29 End Date</b></p>	<p>Record the actual end date for the post-program service above (MM/DD/YYYY).</p>



If all entries have a completion date, you will be prompted:

**“Final Post Exit Service? (Y/N)”**

Enter “Y” to end entry of services. Otherwise, enter “N” and you will be allowed to enter additional services/end dates.




## **Follow-Up Contact Information Form (WIA EWIF)**

The Workforce Investment Act (WIA) Follow-up Contact Information form (EWIF) is used to record the follow-up contact information with an exited WIA participant. The same form type will be used for each of the required reporting periods. The report type will be specified in box #2. The use of this form is **MANDATORY** for four quarters after a participant's exit in order to collect supplemental performance measurement information. It is optional at 30 and 60 days.

A follow-up contact is a check to determine a client's employment and educational status after exiting the WIA program. Individuals may be re-evaluated at 30 days after exit and at 60 days after exit for local purposes and at the 1st, 2nd, 3rd, or 4th quarter after the client leaves the program for performance measurement data collection. The same form is used for each contact, with an indicator of the follow-up period being selected.

Follow-up contact may also be used locally to determine the quality of any placement and/or the service providers' overall program, to monitor customer satisfaction and to obtain information on clients that may be used to measure performance outcomes.

 <b>Employment Development Department</b> State of California		Subgrantee Name	
<b>WORKFORCE INVESTMENT ACT FOLLOW-UP INFORMATION</b>		01 Application Number	
		02 Agency Code	
		Social Security Number	
Last Name		First Name	
		Middle	
<b>03 Follow-up Type (After Exit)</b> 1 30 Day 2 60 Day 3 1st Quarter		4 2 <sup>nd</sup> Quarter 5 3 <sup>rd</sup> Quarter 6 4 <sup>th</sup> Quarter	<b>Follow-up Date</b>  
<b>04 Interview Date</b>  			
<b>05 Follow-up Result</b> 1 Complete: All Questions 2 Complete Interview: Missing Data 3 Respondent Never Located 4 Located but Never Available 5 Informant Refused for Respondent			
6 Respondent Refused Interview 7 Language Problem Prevented Interview 8 Unable Due to Illness/Disability 9 Died / Incapable After Exit			
<b>06 Labor Force Status</b> 1 Employed Full-Time 2 Employed Part-Time 3 Unemployed		<b>07 Supplemental Data Verified Employment Status First Quarter after Exit</b> 1 Employed 2 Not Employed 3 Not Applicable	
4 Not in Labor Force 5 Status Unknown		<b>08 Supplemental Data Verified Employment Status Third Quarter after Exit</b> 1 Employed 2 Not Employed 3 Not Applicable	
<b>09 Date Degree or Certificate Attained</b>  		<b>10 Type of Degree Attained</b> 1 High School Diploma 2 Equivalency/GED 3 AA or AS Diploma Degree 4 BA or BS Diploma or Degree	
5 Occupational Skills License 6 Occupational Skills Certificate or Credential 7 Other			
<b>11 Date Entered Postsecondary Education</b>  		<b>12 Date Entered Advanced Training</b>  	
<b>13 Entered Military Service</b> 1 Yes 2 No	<b>14 Entered Qualified Apprenticeship</b> 1 Yes 2 No	<b>15 Weeks Employed</b>  	<b>16 With Exit Employer</b> 1 Yes 2 No
		<b>17 Actual Hours Worked</b>  	
<b>Most Recent Employer or Employer at Follow-Up</b>			
<b>18 Date Employed</b>  		<b>19 Employer Number</b>  	
		<b>20 Employer Name</b>  	
<b>Employer Address</b>  		<b>Employer City, State, ZIP</b>  	
<b>21 Contact</b>  		<b>22 Phone</b>  	
<b>23 Job Code</b>  	<b>24 Hours Per Week</b>  	<b>25 Hourly Wage</b>  	<b>26 Follow-up Staff ID</b>  

The program is located in the MWIR Workforce Investment Act Reports menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic **"EWIF"** anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

**EWIF – Enter WIA Follow-up Contact Information Form**




EWIF		Enter WIA Follow-up Form	
01 App Num	Name		
02 Agency Cd	SSN	-	-
03 Follow-up Type		10 Type of Degree Attained	
Follow-up Date	/ /	11 Date Entered Post-Sec Educ	/ /
04 Interview Date	/ /	12 Date Entered Advanced Trng	/ /
05 Follow-up Result		13 Entered Military Service	
06 Labor Force Status		14 Entered an Apprenticeship	
07 Supp Data Emp St1		15 Weeks Employed	
08 Supp Data Emp St2		16 With Exit Employer	
09 Date Degree/Cert	/ /	17 Actual Hours Worked	
Most Recent Employer or Employer at Follow-up			
18 Date Emp	/ /	24 Hours per Week	0.0
19 Emp Num		25 Hourly Wage	0.00
20 Emp Name		26 Follow_up Staff	
Address			
CSZ	-		
21 Contact			
22 Phone	- -		
23 Job Code			




### Follow-Up Contact Information Form (WIA EWIF)

The following are line item instructions for the Follow-up Contact Information form (EWIF). These instructions are intended to assist you with completion of this form. These instructions are also intended to provide information on using the Job Training Automation system.






For detailed instructions on the Job Training Automation (JTA) system, please refer to the instructions marked with this icon.

<b>Subgrantee Name (Optional)</b>	Record the name or three-digit subgrantee alpha code of the subgrantee.
<b>01 Application Number</b>  	Record the application number as it appears on the Application form (EWIR).  If an invalid application number is entered, the following error message will be displayed:  <p style="text-align: center;"><b>“No app record found.”</b></p> If the application has not yet been exited the following error message will be displayed:  <p style="text-align: center;"><b>“App must be termed before follow-up.”</b></p> After the application number is entered into the system, the social security number, and client’s name will be displayed
<b>02 Agency Code (Optional)</b>  	Record the code that has been assigned by the subgrantee to the service provider that completes the follow-up form.  If the agency code is not known, use the <F1> key to display a window of valid agency codes.
<b>Social Security Number</b>	Record the client’s SSN. Compare the SSN entered here to the SSN on the application form to verify its accuracy.
<b>Last Name, First Name, Middle</b>	Record the client’s name, last name first, and compare it with the application form to verify its accuracy.
<b>03 Follow-up Type (After Exit)</b>  	Circle the appropriate number to indicate the period of the follow-up. The 30- and 60-day contacts are optional. The quarter contacts are required.  <b>1    30 Day</b> <b>2    60 Day</b> <b>3    1st Quarter</b> <b>4    2nd Quarter</b> <b>5    3rd Quarter</b> <b>6    4th Quarter</b>  Use the <F1> key to display a window of valid Follow-up Types.


<p><b>Follow-up Date (Displayed)</b></p> 	<p>Generated by the JTA system. Based on the follow-up type and the exit date, the date calculated is the first day this follow-up may be performed and entered into the JTA system.</p>
<p><b>04 Interview Date</b></p>	<p>Enter the date (MM/DD/YYYY) of the follow-up interview. This date must be on or after the Follow-up Date but not greater than the date of data entry.</p>
<p><b>05 Follow-up Result</b></p> 	<p>Circle the appropriate number which most closely describes the result of the follow-up:</p> <ul style="list-style-type: none"> <li><b>01 Complete: All Questions</b></li> <li><b>02 Complete Interview: Missing Data</b></li> <li><b>03 Respondent Never Located</b></li> <li><b>04 Located, but Never Available</b></li> <li><b>05 Informant Refused for Respondent</b></li> <li><b>06 Respondent Refused Interview</b></li> <li><b>07 Language Problem Prevented Interview</b></li> <li><b>08 Unable Due to Illness/Disability</b></li> <li><b>09 Died/Incapable/Institutionalized After Exit</b></li> </ul> <p>Use the &lt;F1&gt; key to display a window of valid Follow-up results.</p>
<p><b>06 Labor Force Status</b></p> 	<p>Circle the appropriate number that describes the situation of the client at follow-up.</p> <ul style="list-style-type: none"> <li><b>1 Employed Full-Time</b></li> <li><b>2 Employed Part-Time</b></li> <li><b>3 Unemployed</b></li> <li><b>4 Not in Labor Force</b></li> <li><b>5 Status Unknown</b></li> </ul> <p>Use the &lt;F1&gt; key to display a window of valid Labor Force Status.</p>
<p><b>07 Supplemental Data Verified Employment Status First Quarter after Exit</b></p>	<p>Circle the appropriate number that describes whether the WIA client's employment status after exit was determined by using a supplemental data verification process. This field applies only to those exiters who were not found in the Unemployment Insurance Base Wage File (BWF). All others circle #3. Local areas must maintain the appropriate documentation verifying employment as required by federal</p>

<b>Supplemental Data Verified Employment Status First Quarter after Exit (continued)</b>	<p>guidance, TEGL 7-99. All data and methods to supplement wage record data must be documented and are subject to audit.</p> <p><b>1 Employed</b>—This participant was found to be employed in the <u>first</u> quarter after exit.</p> <p><b>2 Not Employed</b>—This participant was not found to be employed in the <u>first</u> quarter after exit.</p> <p><b>3 Not Applicable</b>—This participant was found in the BWF or supplemental verification was not attempted.</p>
<b>08 Supplemental Data Verified Employment Status Third Quarter after Exit</b>	<p>Circle the appropriate number that describes whether the WIA client's employment status after exit was determined by using a supplemental data verification process. This field applies only to those exiters who were not found in the Unemployment Insurance Base Wage File (BWF). All others circle #3. Local areas must maintain the appropriate documentation verifying employment as required by federal guidance, TEGL 7-99. All data and methods to supplement wage record data must be documented and are subject to audit.</p> <p><b>1 Employed</b>—This participant was found to be employed in the <b>third</b> quarter after exit.</p> <p><b>2 Not Employed</b>—This participant was not found to be employed in the <b>third</b> quarter after exit.</p> <p><b>3 Not Applicable</b>—This participant was found in the BWF or supplemental verification was not attempted.</p>
<b>09 Date Degree or Certificate Attained (Optional)</b>	<p>Enter the date (MM/DD/YYYY) the degree or certificate, if any, was attained by the participant. Leave blank if this does not apply.</p>
<b>10 Type of Degree or Certificate Attained</b>	<p>Circle the appropriate number.</p> <p><b>01 High School Diploma</b></p> <p><b>02 Equivalency/GED</b></p> <p><b>03 AA or AS Diploma/Degree</b></p> <p><b>04 BA or BS Diploma or Degree</b></p> <p><b>05 Occupational Skills License</b></p> <p><b>06 Occupational Skills Certificate or Credential</b></p> <p><b>07 Other</b></p> <p>Leave blank if this does not apply. Field is required if the previous field is completed.</p>

<b>11 Date Entered Postsecondary Education (Optional)</b>	Record the date (MM/DD/YYYY) the participant entered into a postsecondary educational program. Leave blank if this does not apply.
<b>12 Date Entered Advanced Training (Optional)</b>	Record the date (MM/DD/YYYY) the participant entered into a non-WIA funded advanced training program. Leave blank if this does not apply.
<b>13 Entered Military Service</b>	Circle the appropriate number regarding whether the participant has entered military service since exit. <b>1</b> Yes <b>2</b> No
<b>14 Entered Qualified Apprenticeship</b>	Circle the appropriate number regarding whether the participant entered a qualified apprenticeship since exit. <b>1</b> Yes <b>2</b> No
<b>15 Weeks Employed (Optional)</b>	Record the number of weeks the participant has been employed during the follow-up period.
<b>16 With Exit Employer (Optional)</b>	Circle the appropriate number. <b>1</b> Yes, the participant is employed with the same employer as reported at exit. <b>2</b> No
<b>17 Actual Hours Worked (Optional)</b>	Record the actual number of total hours the participant worked for the employer during the follow-up period, including overtime.
<b>18 Date Employed</b>  	Record the date (MM/DD/YYYY) the participant entered <b>new</b> employment.  Cursor will skip this field if client was not employed at termination and follow-up status is unknown. Otherwise the cursor will allow updating of employment information.
<b>19 Employer Number</b>	Record the number assigned to the employer. This information may be taken from the WIA Exit form (EWIT) if the employer information has not changed.  This information will be displayed from the WIA Exit form (EWIT) if the employer information has not changed. However, it may be updated with new information gained during the follow-up contact.

<b>Employer Number (continued)</b> 	<p>Upon entry of a valid employer number, the name address city and zip will be displayed. If the new employer number is not known, clear the existing number, press return to move the cursor to the next field and proceed with finding the employer in the database Employer file.</p>
<b>20 Employer Name</b> 	<p>Record the business name of the employer for whom the client is working. This information may be taken from the WIA Exit form (EWIT) if the employer information has not changed.</p> <p>If the employer number is unknown, enter the first few characters of the name, then press &lt;F1&gt; key. A list of employers will be displayed, and the correct one may be selected. If the employer does not appear on the list, select "add employer" and proceed with the process of creating a new employer number.</p>
<b>Employer Address</b>	<p>Enter the business address of the employer for whom the client is working.</p>
<b>Employer City, State, ZIP</b>	<p>Enter the city, state, and ZIP code of the employer for whom the client is working.</p>
<b>21 Contact</b>	<p>Enter the full name of the contact person to verify or discuss the employment. If the personnel office is given, provide the name of the person authorized to hire the client. This information may be used for any of the follow-ups and may be taken from the WIA Exit form (EWIT) if the employer information has not changed.</p>
<b>22 Phone</b>	<p>Enter the telephone number, including the area code, of the employer's contact person.</p>
<b>23 Job Code</b>	<p>Enter the appropriate Occupational Employment Statistics (OES), ONET3 or Dictionary of Occupational Titles (DOT) code for the client's job.</p>
<b>24 Hours Per Week</b>	<p>Enter the number of hours per week the client is working.</p>



<b>25 Hourly Wage</b>	Enter the hourly wage the client is currently receiving. If the individual is paid by commission or receives a salary, you can convert the salary to the hourly wage by dividing the amount paid by the number of hours the individual actually worked. The term “hourly wage” can include any bonuses, tips, gratuities, commissions, and overtime pay earned. The hourly wage collection should be consistent with the manner that the hourly wage is collected on the application form in order for these figures to be used in estimating the earnings gains for the client.
<b>26 Follow-up Staff ID</b> 	Enter the assigned staff ID number of the person responsible for completion of this form.  Use the <F1> key to display a window of Staff IDs.



Upon completion of entries, press <F5> key to file the record. At that time the **wia\_folup** table in the database will be updated.

A follow-up form may not be deleted (<F6>), once the subsequent follow-up record has been entered into the JTA system. Follow-up records must be deleted by removing the most recent record first and working backward.

## **Load WIA Data from Local System**

This chapter provides instructions on how to use the load programs in the Workforce Investment Act (WIA) module.

The programs discussed in this chapter may be used to load data from a local case management system into the Job Training Automated (JTA) system WIA module. Many users of the system have a case management system to track information that may be more detailed than the information stored in the JTA system. To avoid duplicate entry of data, programs have been developed in this module that allow the data to be loaded into the JTA WIA module.

Use of this program is optional. If data is being entered directly into the JTA WIA system, these programs will not be necessary.

There are seven file layouts:

- LWIR Load WIA Registration Form
- LWIE Load WIA Enrollment
- LWIG Load Workforce Investment Goals
- LWIT Load WIA Exit Form
- LWIP Load WIA Exit Post Services
- LWIA Load WIA Activity
- LWIF Load WIA Follow-up

### **General Instructions for Load Programs**

These programs are used to load data that would normally be entered using the entry screens in the JTA WIA module. These programs allow Local Workforce Investment Board staff to download data from local case management systems and upload the data to the JTA WIA database.

Each load program requires a file to be copied to the bridge directory in the subgrantee's runtime directory. These files must adhere to the following naming conventions:

WIA Registration form	<b>LWIR_YYYYMM.xtr</b>
WIA Enrollment	<b>LWIE_YYYYMM.xtr</b>
WIA Activity	<b>LWIA_YYYYMM.xtr</b>
Workforce Investment Goals	<b>LWIG_YYYYMM.xtr</b>
WIA Exit Form	<b>LWIT_YYYYMM.xtr</b>
WIA Exit Post Services	<b>LWIP_YYYYMM.xtr</b>
WIA Follow-up	<b>LWIF_YYYYMM.xtr</b>

The first four characters of the name indicate the form to be loaded to the JTA system. "YYYYMM" indicates the month and year for which the data is being loaded. For example, if the data is loaded for July 2000, YYYYMM would be "200007." "nn" is a sequential number that distinguishes between multiple files for a given month. Using the July example, the first registration file would be named "LWIA\_200007\_01.xtr," the second file for the month would be named "LWIA\_SDA\_200007\_02.xtr," and so on.

At the end of each record in these files will be a field called "fld\_upd". This field indicates whether this is a new record or an existing record that has been updated on the local system. The load programs will allow an existing record to be updated only if there is a "Y" in "fld\_upd." This field will be followed by a vertical bar (|) delimiter. All fields have vertical bar (|) delimiters. Examples of the file formats are also provided at the end of this chapter.

Edits are conducted on each of the files as they are being loaded. If a record does not pass the initial edits, the record is rejected and the error information is written to an error report. This record must be fixed before the data can be loaded.

If a record exists in the JTA WIA database, the program will check the "fld\_upd" field at the end of each record. If the field is "Y," the record will be updated as long as all of the required edit checks are passed. If the edits are not passed, the record will be rejected and the error information will be written to the error report.

All records that have been rejected will be written to an error file. The name of this file will be similar to the input files created above, but with a different extension. These files will be named with the extension ".err" instead of ".xtr."

The status report will contain the number of records loaded and the number of errors encountered during the load. Upon completion, the program will mail the status report to the Management Information Systems (MIS) Operator and rename the input file with the extension ".sav." The error report may be viewed using the program Report Input/Output Handler (RIOH).

The file formats may be found at the end of this chapter. Each client record will consist of a wia\_app and clnt record. The wia\_app and clnt records will have an additional field at the end called "fld\_upd". This field indicates whether this is a new record or an update to an existing record.

## SAMPLE FILE FORMATS FOR THE WIA PARTICIPANT REPORTING FORMS

The **WIA Application Form** requires formatting of two tables.

Sample file format for the wia\_app table:

```
1000008|999-99-9999|11/15/2000|A38|8585 SUTTER CREEK IONE
ROAD|IONE|CA|95640||209-267-1996|PO BOX 1393|SUTTER
CREEK|CA|95685|||3006|39|1|1||4|3|2|2|2|2|2|2|2|2|2|2|2|3|3|2|2|2|2|2|
2||4.0|1.0|2|2|2|2|3|30000.0|2|2|2|89.0|||89.0|||16|4|||1|8.75|2|9|||4|0.0|2|2|2|
2||A||1960|1060|Y|||12/07/2000|01/04/2001|
```

Sample file format for the clnt table:

```
999-99-9999|ALLEN|SUZANNE G|||10/22/1961|1|WH|||||||01/04/2001|
```

The **WIA Enrollment/Registration** requires formatting of one table, the wia\_case table:

Sample file format for the wia\_case table:

```
5555595|1000008|201|1|11/15/2000|||1950|||12/13/2000||
```

The **WIA Goals Form** requires formatting of one table, the wia\_goal table:

Sample file format for the wia\_goal table:

```
5555583|008|2|09/13/2000|||1||10/09/2000|11/17/2000|
```

The **WIA Activity Form** requires formatting of one table, the wia\_actvy table:

Sample file format for the wia\_actvy table:

```
5555595|12|11/15/2000|||A38|25301100|12/04/2000||1|||12/13/2000|02/10/2001|
```

The **WIA Exit Form** requires formatting of two tables.

Sample file format for the wia\_term table:

```
1000008|A38|01|06||12/04/2000|5||||2|2|12/04/2000|1831|PEERSONNEL|209-333-6800|25903100|40.0|16.36|2|3|2|1|1950|||01/04/2001||
```

Sample file format for the wia\_post\_exit\_serv table:

```
1000025|03|02/20/2001|02/20/2001||03/28/2001||
```

The **WIA Follow-up Form** requires the formatting of one table.

```
1000025|1|A38|03/22/2001|03/22/2001|01|1|3|3|1|2700||||2|2|4.0|1|180.0|02/16/2001|1381|PERSONNEL|209-223-1677|49904200|40.0|8.5||03/28/2001||
```



## WIA Participant Reporting Data File Layouts

### WIA Application

wia_app table .....	2
clnt table.....	9

### WIA Enrollment

wia_case table .....	10
wia_actvy table.....	12

### WIA Goals Form

wia_goal table .....	15
----------------------	----

### WIA Exit Form

wia_exit table .....	17
wia_post_exit_serv table .....	20

### WIA Follow-up Form

wia_folup table .....	21
-----------------------	----

### WIA Application Data File Layout

The WIA Application data should be submitted as an ASCII file. The file name will be LWIR\_YYYYMM.xtr. "YYYYMM" is the year and month being submitted, for example, "199603."

Records must be vertical bar delimited fields. A WIA Registration logical record consists of one record with the wia\_app layout followed by one record with the clnt layout, followed by a blank line.

The last five fields of the wia\_app record should be blank. The last two-fields of the client record should be blank. The load programs will format these fields. A field update indicator follows these blank fields. This field should be formatted with a "Y" if the record should be updated. If the field is not formatted with a "Y" and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

#### WIA\_APP TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
wia_app_num	Required Must be seven digits and cannot begin with a zero.		7
ssn	Required Must be in format 999-99-9999. Must be valid SSN, no pseudo-SSN allowed.		11
app_dt	Required Must be a valid date. Must be <= current date.	MM/DD/YYYY	10
wia_agcy_cd	Optional Must be a valid WIA agency.		4
app_adrs	Must have either applicant address or mail address.		30

Field Name	Field Description/Edits	Valid Codes	Field Length
app_city	If applicant address is not blank, required.		30
app_st	If applicant address is not blank, required. Must be a valid state.		2
app_zip	If applicant address is not blank, required. Must be a valid a zip code.		5
app_zip_4	Optional		4
app_ph	Optional Must be in format 999-999-9999.		12
mail_adrs	Must have either applicant address or mail address.		30
mail_city	If mail address is not blank, required.		30
mail_st	If mail address is not blank, required. Must be a valid state.		2
mail_zip	If mail address is not blank, required. Must be a valid zip code.		5
mail_zip_4	Optional		4
msg_ph	Optional Must be in format 999-999-9999.		12
geo_cd	Optional Must be a valid GEO code.		6
app_age	Required for EWIR complete Must be numeric. Must be >=14. Must = application date minus birth date.		2
asssed	Optional Must exist on d_asssed table.	1 Yes, WIA Assessed 2 Yes, Non-WIA Assessed 3 No, Not Assessed	1



Field Name	Field Description/Edits	Valid Codes	Field Length
ctznshp	Required for EWIR complete Must exist on d_ctznshp table.	1 U.S. Citizen 2 Eligible Non-citizen 3 Ineligible Non-citizen	1
alien_docum	Required if citizenship = 2.		15
slctv_serv	Required for EWIR complete Must exist on d_slctv_serv table	1 Yes, Registered 2 No, Not Registered 3 Exempt from Registration 4 Not Required	1
wia_dsabl	Required for EWIR complete Must exist on d_wia_dsabl table	1 Yes, Major 2 Yes, Substantial 3 No	1
adult_educ	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
job_corps	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
farmwkr_pgm	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
natv_amer_pgm	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
vet_wia_pgm	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
vet_dvop_lvr	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
trade_adjmt_act	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
naftaa_taa	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
voctl_educ	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1

Field Name	Field Description/Edits	Valid Codes	Field Length
vocctl_rehab	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
wagnr_peysr	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
wtw_partic	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
title_v_actvy	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
comm_serv_blk_gr nt	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
hud_pgm	Required for EWIR complete Must be 1 or 2.	Yes No	1
ui	Required for EWIR complete. Must exist in d_ui table.	1 <b>Yes, UI claimant</b> 2 <b>No, Exhausted</b> 3 No	1
vet_stat	Required for EWIR complete Must exit in d_vet_stat table	1 1 Yes, <= 180 days of service 2 2 Yes > 180 days of service 3 3 No	1
oth_non_wia_pgm s	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
rapid_resp	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
rapid_resp_addtl	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
tanf	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
basic_skill_defcnt	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1

Field Name	Field Description/Edits	Valid Codes	Field Length
ofndr	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
preg_parent_yth	Required for EWIR complete, if Youth. Must be 1 or 2.	1 Yes 2 No	1
homeless	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
runaway	Required for EWIR complete, if Youth. Must be 1 or 2.	1 Yes 2 No	1
num_in_fam	Required for EWIR complete Must be numeric and > 0.	Format is 99.	2
num_depdn	Required for EWIR complete Must be numeric and >= 0. Must be < num_in_fam.	Format is 99.	2
fam_tanf	Required for EWIR complete Must be 1 or 2.	1 Yes 2 No	1
fam_ga	Required for EWIR complete. Must be 1 or 2.	1 Yes 2 No	1
fam_rca	Required for EWIR complete. Must be 1 or 2.	1 Yes 2 No	1
fam_ssi	Required for EWIR complete. Must be 1 or 2.	1 Yes 2 No	1
food_stamps	Required for EWIR complete. Must exist on d_food_stamps.	1 Eligible 2 Receiving 3 No	1
fam_inc_6_mths	Must be numeric and > = 0.	Format is 999999.	6
foster_child	Required for EWIR complete. Must be 1 or 2.	1 Yes 2 No	1

Field Name	Field Description/Edits	Valid Codes	Field Length
wia_fam_status	Required for EWIR complete. Must exist on d_wia_fam_status.	1 Parent in one-parent family 2 Parent in two-parent family 3 Other family member 4 Not a family member 5 Not Reported	1
low_income	Required for EWIR complete. Must be 1 or 2.	1 Yes 2 No	1
read_grade_lvl	Must have either read grade or score for EWIR complete. Valid reading grade is 00.0 through 13 , 87.0, 88.0 or 89.0	Must be in format 99.9. 0.01 - 15 Reading Grade 87.0 Were not tested and below 9 <sup>th</sup> grade level 88.0 Refused testing/could not be tested 89.0 Four-year degree or above	4
read_score	Must have either read grade or score for EWIR complete. Must be numeric and greater > 0.		3
read_test_cd	Required if read score entered for EWIR complete.		3
read_version	Optional.		3
math_grade_lvl	Must have either math grade or score for EWIR complete. Must be 0-13.0, 87.0, 88.0, or 89.0.	Must be in format 99.9. 0.01 - 15 Math Grade 87.0 Were not tested and below 9 <sup>th</sup> grade level 88.0 Refused testing/could not be tested 89.0 Four-year degree or above	4
math_score	Must have either math grade or score for EWIR complete. Must be numeric and greater > 0.		3

Field Name	Field Description/Edits	Valid Codes	Field Length
math_test_cd	If math score entered, required for EWIR complete.		3
math_version	Optional.		3
hi_grade_cmplt	Required for EWIR complete. Must be < 18. If dropout = 1 then must be < 12.		2
wia_educ_stat	If youth, required for EWIR complete. Must exist on d_wia_educ_stat table.	1 Student, H.S. or less 2 Student, Attending post-H.S. 3 Out-of-School, H.S. Dropout 4 Out-of-School, Grad, Employment Difficulty 5 Out-of-School, Grad, No Employment Difficulty.	1
vet_dsabl	Required for EWIR complete if vet_stat = 1 or 2. Must exist on d_vet_dsable table.	1 Yes 2 Yes, Special Disabled 3 No	1
vet_recent_sep	Required for EWIR complete if vet_stat = 1 or 2. Must be a 1 or 2.	1 Yes 2 No	1
vet_sep_dt	Required for EWIR complete if vet_stat = 1 or 2.	MM/DD/YYYY	10
vet_campgn	Required for EWIR complete if vet_stat = 1 or 2. Must exist on d_vet_campgn table.	1 Vietnam-Era 2 Other Veteran 3 No	1
wia_labor	Required for EWIR complete. Must be a 1 or 2.	1 Employed 2 Not Employed	1
wks_unemp_last_26	Required for EWIR complete, if wia_labor = 2. Must be 1-26 weeks.	Format is 99.	2

Field Name	Field Description/Edits	Valid Codes	Field Length
hrly_wg	Optional.	Format is 999.99	6
refer_wprs	Required for EWIR complete. Must be 1 or 2.	1 Yes 2 No	1
wia_dsloctd_wrkr	Required for EWIR complete. Must exist in the d_wia_dsloctd_wrkr table.	1 Terminated or Laid Off 2 Received Notice of Layoff 3 Long Term Unemployed (JTPA transfer only) 4 Self Employed 5 Displaced Homemaker 9 Not Applicable	1
dslocln_job_cd	Required for EWIR complete if dsloctd_wrkr does not = 5 or 9. Must exist on dot_tbl, onet_tbl, oes_tbl or onet3_tbl.		9
dslocln_indstry	Optional. Must exist on sic_tbl or naics_tbl.		3
dslocln_tenure	Required for EWIR complete if dsloctd_wrkr does not = 5 or 9. Must be numeric and be > 0 & < = 999.	Format is 999.	3
dslocln_dt	Required for EWIR complete if dsloctd_wrkr does not = 5 or 9. Must be valid date.	MM/DD/YYYY	10
pell_grnt_rcpnt	Required for EWIR complete. Must exist on the d_pell_grnt_rcpnt table.	1 Yes 2 No, Applied but Denied 3 No, Application Pending 4 Application not submitted	1

Field Name	Field Description/Edits	Valid Codes	Field Length
pell_grnt_amt	Required for EWIR complete if pell_grnt_rcpnt = 1. Must be numeric. Must be <= max pell grant amount from sys_func table.	Format is 9999.99	7
lmted_eng	Required for EWIR complete. Must be a 1 or 2.	1 Yes 2 No	1
poor_wrk_hist	Required for EWIR complete. Must be a 1 or 2.	1 Yes 2 No	1
tanf_exhst	Required for EWIR complete. Must be a 1 or 2.	1 Yes 2 No	1
subs_abuse	Required for EWIR complete. Must be a 1 or 2.	1 Yes 2 No	1
yth_need_addtl	If Youth, required for EWIR complete. Must be a 1 or 2.	1 Yes 2 No	1
combd_wia_elig_cd	Required Must exist on the d_wia_eligy_cd table.	A Adult WIA B Adult Low Income D WIA Dislocated Worker F Youth 14-18 G Youth 19-21 H WIA Veteran Grant I WIA 5% Youth 14-18 J WIA 5% Youth 19-21 X Not eligible	8
er_num	Required if dslocn_dt is entered. Must exist on er table.	Format is 99999.	5
intvwr_id	Optional Must exist on staff table.		5
revw_staff_id	Optional Must exist on staff table.		5
form_complt_flg	Leave blank.		1

Field Name	Field Description/Edits	Valid Codes	Field Length
conv_app	Leave blank.		1
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10
Field Update Indicator	Set Y if existing record should be updated.	Y    Yes N    No	1



**WIA Application Data File Layout****CLNT TABLE**

Field Name	Field Description/Edits	Valid Codes	Field Length
ssn	Required Must be in format 999-99-9999. Must be valid SSN, no pseudo-SSN allowed.		11
clnt_last_nam	Required		25
clnt_first_nam	Required		15
prev_last_nam	Optional.		25
prev_first_nam	Optional.		15
dt_of_birth	Required for EWIR complete Must be a valid date. Must be >= application date minus 13 years.	MM/DD/YYYY	10
gendr	Required for EWIR complete Must be 1 or 2.	1 Female 2 Male	1

Field Name	Field Description/Edits	Valid Codes		Field Length
ethnic ethnic 2 ethnic 3 ethnic 4 ethnic 5 ethnic 6	Required (may have more than one) Must be a valid ethnicity code(s).	AA Asian Indian AB Cambodian AC Chinese AD Filipino AE Guamanian AF Hawaiian AG Japanese AH Korean AI Laotian	AJ Samoan AK Vietnamese AL Other Pacific Islander AO Other Asian BL Black – African American HI Hispanic or Latino NA American Indian/ Alaskan Native WH White	3
prev_conv_ssn	Optional Must be in format 999-99-9999.			11
opr_id	Leave blank.			8
entry_dt	Leave blank.			10
Field Update Indicator	Set to Y if existing record should be updated.	Y Yes N No		1

### WIA Enrollment Data File Layout

The WIA Enrollment data should be submitted as an ASCII file. The file name will be LWIE\_YYYYMM.xtr. "YYYYMM" is the year and month being submitted, for example, "199603."

Records must be vertical bar delimited fields. All records in the file have the wia\_case table layout.

The five fields following enr\_staff\_id should be blank. These fields will be formatted by the load program or by the wia\_goals data file. A field update indicator follows these blank fields. This field should be formatted with a "Y" if the record should be updated. If the field is not formatted with a "Y" and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

#### WIA\_CASE TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
wia_case_num	Required. Must be seven digits and cannot begin with a zero.		7
wia_app_num	Must exist in the wia_app table. wia_app.form_cmplt_flg must = Y.		7
wia_grnt_cd	Required. Must be a valid wia grant code, client must be eligible for grant. Grant code cannot be the same as any other case with the same wia_app_num.		3
wia_labor	Required for EWIR complete. Must be a 1 or 2.	1 Employed 2 Not Employed	1
enrlmt_dt	Required. Must be a valid date. Must be <= current date. Must be >= application date.	MM/DD/YYYY	10

Field Name	Field Description/Edits	Valid Codes	Field Length
dt_ita_estabd	Optional. Must be a valid date. Must be <= current date.	MM/DD/YYYY	10
tot_ita_amt	Required if Date ITA entered. Must be numeric and > 0. Must be blank if dt_ita_estabd is blank.	Format must be 99999.99	8
enrl_staff_id	Required. Must exist on staff table.		5
wia_agcy_cd	Leave blank.		4
goal_agcy_cd	Leave blank.		4
goal_staff_id	Leave blank.		5
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10
Field Update Indicator	Set to Y if existing record should be updated.	Y    Yes N    No	1

### WIA Activity Data File Layout

The WIA Activity data should be submitted as an ASCII file. The file name will be LWIA\_YYYYMM.xtr. “YYYYMM” is the year and month being submitted, for example, “199603.”

Records must be vertical bar delimited fields. All records in the file have the wia\_actvy table layout. The file must be sorted in ascending actvy\_type order within each wia\_case\_num.

At the end of the wia\_actvy record, there should be three blank fields. These fields will be formatted by the load program. A field update indicator follows these blank fields. This field should be formatted with a “Y” if the record should be updated. If the field is not formatted with a “Y” and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

#### WIA\_ACTVY TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
wia_case_num	Required. Must exist in the wia_case table.		7

Field Name	Field Description/Edits	Valid Codes		Field Length
actvy_serv_cd	Required. Must exist on d_actvy_serv_cd table.	10 <b>Follow-up Services, Counseling</b> 11 Assisted Job Development 12 Assisted Job Referrals 13 Assisted Job Search/Plcmnt 14 Assisted Workshops/Job Club 15 Other Core Services 16 Non-WIA-Funded Core Svcs 30 <b>Case Management Partcpnts</b> 31 Comprehensive Assessments 32 Indiv. Employment Plan 33 Group Counseling 34 Work/Entry Emplymt Exper. 35 Indiv Cnslng Career Plan 36 Out of Area Job Search 37 Relocation Expenses 38 Short Term Pre-Voc Svcs. 39 Internships 40 Other Intensive Svcs. 41 Non-WIA Funded Intensive	50 <b>Adult Education</b> 51 Customized Training 52 Entrepreneurial Trng 53 Job Readiness Trng 54 Occup Skills Trng 55 On-the-Job Training 56 Private Sector Trng 57 Skill Upgrade Retrng 58 Wrkplce Trng and Coop Ed 59 Other Training Svcs 60 Non-WIA Fund Training 70 <b>Summer Related</b> 71 Educatnl. Achvmnt Svcs. 72 <b>Employment Services</b> 73 Citizen Leadership Svcs. 74 Other Youth Services 75 Non-WIA Fund Youth Svcs. 80 Other JTPA 81 Supportive Svcs. 82 Needs-Related Payment 83 Break In Service 84 Non-WIA Funded Misc.	2

Field Name	Field Description/Edits	Valid Codes	Field Length
bgn_dt	Required. Must be a valid date. Must be >= enrollment date if actvy_serv_cd is not '16', '41', '60', '75' or '84'.	MM/DD/YYYY	10
st_provr_cd	Required if actvy_type = '3' and bgn_dt >= 07/01/00.  Must be numeric. Must exist on etpl_provr table.		9
st_pgm_cd	Required if actvy_type = '3' and bgn_dt >= 07/01/00.  Must be numeric. Must exist on etpl_pgm table.		14
wia_agcy_cd	Optional. Must exist on wia_agcy table.		4
job_cd	Required. Must exist on dot_tbl, oes_tbl or onet_tbl.		9
end_dt	Optional Must be a valid date. Must be >= Begin Date	MM/DD/YYYY	10
ita_amt_used	Optional. Must be numeric and >= 0. Must be <= Total Amt of ITA.	Format is 99999.99	8
wia_cmplt_n_cd	Optional. Must exist on the d_wia_cmplt_n_cd table.	1 Completed 2 Not Completed, Involuntary 3 Not Completed, Voluntary 9 Completed during JTPA	1

Field Name	Field Description/Edits	Valid Codes		Field Length
goal_cd	Optional. Must exist on the d_goal_cd table.	001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Decision Making 007 Perform Actual Tasks 008 Procedures/Tools 009 World of Work Awareness 010 Labor Market Knowledge	011 Career Planning 012 Job Search Techniques 013 ESL/VESL 014 Leadership 015 Life Skills 016 Technology 017 Allocate Resources 018 Team Work 019 Information Skills 020 Interpersonal Skills	3
opr_id	Leave blank.			8
orig_entry_dt	Leave blank.			10
mod_dt	Leave blank.			10
Field Update Indicator	Set to Y if existing record should be updated.	Y Yes N No		1



### WIA Goal Data File Layout

The WIA Goal Form data should be submitted as an ASCII file. The file name will be LWIG\_YYYYMM.xtr. “YYYYMM” is the year and month being submitted, for example, “199603.”

Records must be vertical bar delimited fields. All records in the file have the wia\_goal table layout, followed by the wia\_agcy\_cd and goal\_staff\_id which will be updated to the wia\_case table. ***The file must be ordered so that all wia\_goal records for each wia\_case\_num are grouped consecutively.***

At the end of the wia\_goal record there should be three blank fields. The load programs will format these fields. A field update indicator follows the wia\_agcy\_cd and goal\_staff\_id fields. This update indicator field should be formatted with a “Y” if the record should be updated. If it is not formatted with a “Y” and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

#### WIA\_GOAL TABLE

Field Name	Field Description/Edits	Valid Codes		Field Length
wia_case_num	Required. Must exist in wia_case table.			7
goal_cd	Required. Must exist on d_goal_cd table.	001 Reading Comprehension 002 Math Computation 003 Writing 004 Speaking 005 Listening 006 Problem Solving, Decision Making 007 Perform Actual Tasks 008 Procedures/Tools 009 World of Work Awareness 010 Labor Market Knowledge	011 Career Planning 012 Job Search Techniques 013 ESL/VESL 014 Leadership 015 Life Skills 016 Technology 017 Allocate Resources 018 Team Work 019 Information Skills 020 Interpersonal Skills	3

Field Name	Field Description/Edits	Valid Codes	Field Length
goal_type	Required. Must exist on d_goal_type table.	1 Basic Skills 2 Occupational Skills 3 Work Readiness Skills	1
dt_set	Required. Must be a valid date. Must be <= current date. Date must be >= Enrollment Date.	MM/DD/YYYY	10
dt_attain	Required if Result Code entered. Must be a valid date. Must be <= current date. Must be >= Date Set.	MM/DD/YYYY	10
result_cd	Required if Date Attained entered. Must exist on d_result_cd table.	1 Attained Goal 2 Set, Goal Not Attained	1
primary_goal	Required.	1 Yes 2 No	1
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10
Field Update Indicator	Set to Y if existing record should be updated.	Y Yes N No	1

### WIA Exit Data File Layout

The WIA Exit data should be submitted as an ASCII file. The file name will be LWIE\_YYYYMM.xtr. "YYYYMM" is the year and month being submitted, for example, "199603."

Records must be vertical bar delimited fields. All records in the file have the wia\_exit table layout.

At the end of the wia\_exit record, there should be three blank fields. The load programs will format these fields. A field update indicator follows these blank fields. This field should be formatted with a "Y" if the record should be updated. If the field is not formatted with a "Y" and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

#### WIA\_EXIT TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
wia_app_num	Required. Must exist in wia_app table. All wia_actvy records for app must be completed.		7

Field Name	Field Description/Edits	Valid Codes	Field Length
wia_agcy_cd	Optional. Must exist in wia_agcy table.		4
wia_exit_cd wia_exit_cd2 wia_exit_cd3	Required (may have up to three). Must exist on the d_wia_exit_cd table.	01 Entered Employment 02 Called Back/Remained With Layoff Employer 03 Entered Advanced Training 04 Entered Post Secondary Education 05 Attained Recognized Certificate/Diploma/Degree 06 Planned Services Completed 07 Planned Services Not Completed 08 Lacks Transportation 09 Family Care 10 Health/Medical 11 Cannot Locate 12 Death 13 Institutionalized 14 Voluntary Other 15 Objective Assessment Only 16 Return to Secondary Education 17 Soft Exit	2

Field Name	Field Description/Edits	Valid Codes	Field Length
exit_dt	Required. Must be a valid date. Must be <= current date. Must be >= application date. Must be >= all enrollment dates for the wia application.	MM/DD/YYYY	10
Soft Exit Determination date	Required if exit code is 17. Must be a valid <=current date and >= exit date.	MM/DD/YYYY	10
degree_status	Required. Must exist on the d_degree_status table.	1 Yes 2 No, Credential Intended 3 No, Credential Not Intended 4 No, Credential Pending 5 No Training Services Provided	1
dt_attain	Required if Degree Attained = 1 Must be a valid date. Must be >= current date.	MM/DD/YYYY	10
degree_type	Required if Degree Attained = 1. Must exist on the d_degree_type table.	1 High School Diploma 2 Equivalency/GED 3 AA or AS Diploma/Degree 4 BA or BS Diploma/Degree 5 Occupational Skills License 6 Occupational Skills Certificate or Credential 7 Other	1
dt_post_educ	Optional. Valid date <= current date.	MM/DD/YYYY	10
dt_adv_trng	Optional. Valid date <= current date.	MM/DD/YYYY	10
military_serv	Required. Must be a 1 or 2.	1 Yes 2 No	1

Field Name	Field Description/Edits	Valid Codes	Field Length
appren	Required. Must be a 1 or 2.	1 Yes 2 No	1
dt_empld	Optional. Must be a valid date. Must be <= current date. Must be >= all enrollment dates for the wia application.	MM/DD/YYYY	10
er_num	Required if Date Employed is entered. Must exist on er table.	Format is 99999.	5
er_con	Required if Date Employed entered.		30
er_con_ph	Required if Date Employed entered.	Format is 999-999-9999	12
plcmt_job_cd	Required if date Employed is entered. Must exist on dot_tbl, oes_tbl, onet_tbl or onet3_tbl.		9
hr_wk	Required if Date Employed entered. Must be numeric. Must be >= 0 and < 169.	Format is 999.9	5
hrly_wage	Required if Date Employed entered. Must be numeric.	Format is 999.99	6
wia_trng_reltd	Required if Date Employed is entered. Must be a 1 or 2.	1 Yes 2 No	1
det_method	Required if Date Employed entered. Must exist on d_det_method table.	1 Training to Job 2 Industry to Training 3 Other	1
wia_nontrad_emplmt	Required if Date Employed Entered. Must be a 1 or 2.	1 Yes 2 No	1

Field Name	Field Description/Edits	Valid Codes	Field Length
health_benfs	Required if Date Employed Entered Must be a 1 or 2.	1 Yes 2 No	1
exit_staff_id	Required. Must exist on staff table.		5
final_post_serv_dt	Optional.	MM/DD/YYYY	10
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10
Field Update Indicator	Set to Y if existing record should be updated.	Y Yes N No	1

### **WIA Post Exit Serv Data File Layout**

The WIA Post Exit Services data should be submitted as an ASCII file. The file name will be LWIP\_YYYYMM.xtr. "YYYYMM" is the year and month being submitted, for example, "199603."

Records must be vertical bar delimited fields. All records in the file have the wia\_post\_exit table layout.

At the end of the wia\_post\_exit\_serv record, there should be three blank fields. The load programs will format these fields. A field update indicator follows these blank fields. This field should be formatted with a "Y" if the record should be updated. If the field is not formatted with a "Y" and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

#### **WIA\_POST\_EXIT\_SERV TABLE**

<b>Field Name</b>	<b>Field Description/Edits</b>	<b>Valid Codes</b>	<b>Field Length</b>
wia_app_num	Required. Must exist in wia_exit table.		7
wia_serv_cd	Required. Must exist in the d_wia_serv_cd table.	01 Educational Achievement 02 Employment Services 03 Additional Youth Support 04 Citizen and Leadership 05 Followup Services	2
serv_bgn_dt	Required. Must be a valid date. Must be <= current date. Must be >= Exit Date.	MM/DD/YYYY	10



Field Name	Field Description/Edits	Valid Codes	Field Length
serv_end_dt	Optional. Must be a valid date. Must be <= current date. Must be >= Begin Date.	MM/DD/YYYY	10
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10
Field Update Indicator	Set to Y if existing record should be updated.	Y    Yes N    No	1

### WIA Follow-up Data File Layout

The WIA Follow-up data should be submitted as an ASCII file. The file name will be LWIF\_YYYYMM.xtr. "YYYYMM" is the year and month being submitted, for example, "199603."

Records must be vertical bar delimited fields. All records in the file have the wia\_folup table layout.

At the end of the wia\_folup record, there should be three blank fields. The load programs will format these fields. A field update indicator follows these blank fields. This field should be formatted with a "Y" if the record should be updated. If the field is not formatted with a "Y" and a record with the same keys exists on the JTA database, then the record will be rejected as a duplicate record. Blank fields may be created by appending a vertical bar (|) at the end of the record.

#### WIA\_FOLUP TABLE

Field Name	Field Description/Edits	Valid Codes	Field Length
wia_app_num	Required. Must exist in wia_app and wia_exit table.		7
wia_folup_type	Required. Must exist in the d_wia_folup_type table.	1 30 Day 2 60 Day 3 1th Quarter 4 2nd Quarter 5 3rd Quarter 6 4th Quarter	1
wia_agcy_cd	Optional. Must exist in wia_agcy table		4
folup_dt	Display Only.	MM/DD/YYYY	10
intvw_dt	Required. Must be a valid date. Must be <= current date. Must be >= Follow-up Date.	MM/DD/YYYY	10

Field Name	Field Description/Edits	Valid Codes	Field Length
wia_folup_result	Optional. Must exist in d_wia_folup_result table.	1 Complete: All Questions 2 Complete Interview: Missing Data 3 Respondent Never Located 4 Located but Never Available 5 Informant Refused for Respondent 6 Respondent Refused Interview 7 Language Problem Prevented Interview 8 Unable Due to Illness/Disability 9 Died/Incapable After Exit	2
labor_force	Required. Must exist in d_labor_force table.	1 Employed Full-Time 2 Employed Part-Time 3 Unemployed 4 Not in Labor Force 5 Status Unknown	1
supp_data-empstat1		1 Employed 2 Not Employed 3 Not Applicable	1
supp_data_empstat2		1 Employed 2 Not Employed 3 Not Applicable	1
empld_at_folup			1
folup_staff_id	Required. Must exist in Staff table		5
dt_attain	Optional.	MM/DD/YYYY	10

Field Name	Field Description/Edits	Valid Codes	Field Length
degree_type	Required if Date Degree/Cert attained entered.	1 High School Diploma 2 Equivalency/GED 3 AA or AS Diploma or Degree 4 BA or BS Diploma or Degree 5 Occupational Skills License 6 Occupational Skills Certificate or Credential 7 Other	1
dt_post_educ	Optional.	MM/DD/YYYY	10
dt_adv_trng	Optional.	MM/DD/YYYY	10
military_serv	Required.	1 Yes 2 No	1
appren	Required.	1 Yes 2 No	1
wks_empld	Optional.		2
empld_exit_er	Optional.	1 Yes 2 No	1
actual_hr_wrk	Optional.		4
er_hire_dt	Required if Labor Force = 1 or 2.	MM/DD/YYYY	10
er_num	Required if Date Employed is entered.	99999	5
er_con	Required if Date Employed is entered.		30
er_con_ph	Required if Date Employed is entered.	999-999-9999	12
job_cd	Required if Date Employed is entered.	999999999	9
hr_wrk	Required if Date Employed is entered.	999.9 Must be >= 0 and < 169	6
hrly_wg	Required if Date Employed is entered.	999.99	6

Field Name	Field Description/Edits	Valid Codes	Field Length
opr_id	Leave blank.		8
orig_entry_dt	Leave blank.		10
mod_dt	Leave blank.		10
Field Update Indicator	Set to Y if existing record should be updated.	Y    Yes N    No	1

## Print WIA Forms

This chapter provides instructions to retrieve, view, and print the Workforce Investment Act (WIA) forms from the Job Training Automation (JTA) system. The programs consist of the following:

- PWIR – Print WIA Application Form
- PWIE – Print WIA Enrollment/Registration Form
- PWIG – Print WIA Goals Form
- PWIT – Print WIA Exit Form
- PWIF – Print WIA Follow-up Contact Information Form

Each program provides an option screen where the WIA application number, or the WIA case number in case of the PWIE, is entered for the desired form. With the exception of the PWIF, the user also has the option of printing the form including a signature block.

The programs are located in the MWIR Workforce Investment Act Reports menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate any of the programs is by entering the program's mnemonic (e.g., PWIR) anywhere within the menu environment. After entering the mnemonic, the data entry screen for the applicable mnemonic will appear on the screen. For example, after entering "PWIR", the following data entry screen is displayed:

### PWIR—Print WIA Application Form Screen

PWIR	Print WIA Application Form
Retrieve Existing Report, Enter (Y)es or (N)o	N
Application Number	-----
Include Signature Block (Y/N)	N

### Line Item Instructions

The following are line item instructions for the print option screen.

<b>Retrieve Existing Report, Enter (Y)es or (N)o</b>	Enter <b>Y</b> if you want to view or print an existing report. Enter <b>N</b> if a new report is to be generated from the JTA system. Default is set to <b>N</b> .
<b>Application Number</b>	Enter the seven-digit WIA application number for the record you wish to print.
<b>Case Number for PWIE</b>	Enter the WIA case number if printing the WIA Enrollment/Registration form.
<b>Include Signature Block</b>	Default is set to <b>N</b> . If you want the printed WIA application form to include a signature block for the client's signature, enter <b>Y</b> .
<b>Follow-up Type for PWIF</b>	Enter the follow-up type if printing the WIA Follow-up Contact Information form.

After all fields have been entered, the record may be filed by using the **<F5> <File>** key.

### Function Keys

All function keys will operate in the normal mode.

### Report Generation

The program will then generate the report using the entered data. After the report is generated, the Report Setup screen will be displayed on the screen. Enter a name for the report in the Report Description field, the desired number of days to keep the report, and file the report using **<F5> <File>**.

Report Setup	
Report Description: Filename_____	Keep 14 Days
Print: N printOpts Run Later: N Start:     :	Private: N Owner

The Report Input/Output Handler (RIOH) option screen will then be displayed on the screen with the filename displayed in the Report Description field. The report can then be viewed or printed.

Report I/O Handler				
Report Description _____	Status	Catalog Date/Time ____		
View	Print	printOpts	Copy	Delete
Export	Zmodem	Keep	0 Days	

To view the report, tab to the “View” option and hit the **<Enter>** key or enter “**V**”. The report will be displayed on the screen. To return to the RIOH screen, enter **<F3>**. To print the report, tab to the “Print” option and hit the **<Enter>** key or enter “**P**”. To return to the RIOH screen, enter **<F3>**. To exit RIOH, enter **<F3>**.

Before printing the report, ensure that the appropriate printer is selected using the **printOpts** option in RIOH. The PWIR, PWIG, PWIT, and PWIF will print the forms in the portrait format. The PWIE will print the form in the landscape format.



The WIA Application Form will be printed in the following portrait format:

## PWIR—REPORT LAYOUT

PWIR	WORKFORCE APPLICATION FORM	M/DD/YYYY
sdaguest		HH:MM:SS
App Num 1000001	App Date 01-01-2001	SSN 123-45-6789
Agency Code A38		
Client Name	DOE, JANE R.	
Address	8585 SUTTER ROAD	
	IONE, CA 95640	
Mail Address	PO BOX 1333	
	SUTTER CREEK, CA 95685	
Phone	209-267-1996	
Message Phone		
GEO	3006 AMADOR	
Citizen	1 U.S. CITIZEN	
Alien Doc		
Gender	FEMALE	
Birthdate	10/22/1961	
Age	39	
Assessed	1 YES - WIA ASSESSED	
Selective Service Regis	4 NOT REQUIRED	
Race1	WH WHITE - NOT HISPANIC	
Race2		
Race3		
Race4		
Race5		
Race6		
Adult Education	NO	Rapid Response NO
Job Corps	NO	Rapid Resp Addl Asst NO
Farmworker Program	NO	TANF NO
Native American Program	NO	Limited English NO
Vet Wrkfrce Inv Pgm	NO	Substance Abuse NO
Trade Adjustment Act	NO	Basic Skills Deficiency NO
NAFTAA-TAA	NO	Offender NO
Vocational Education	NO	Pregnant/Parent Youth NO
Vocational Rehab	NO	Yth Needing Assistance NO
Wagner-Peyser	NO	Runaway Youth NO
WtW Participant	NO	Foster Child NO
Title V Activities (OAA)	NO	Family TANF NO
Comm Srvc Blk Grnt	NO	Family GA NO
HUD Pgm	NO	Family RCA NO
Other Non-WIA Pgm	NO	Family SSI NO
Disabled	3 NO	
Family Food Stamps	3 NO	
Number in Family	4	
Number of Dependents	1	
Family Status	2 PARENT IN TWO PARENT FAMI	
Family Income 6 Months	\$999,999	
Low Income	NO	
TANF Exhaustee	NO	
Homeless	NO	
Poor Work History	NO	
Unemployment Insurance	3 NO	
Veteran Status	3 NO	
Disabled Veteran		
Veteran Sep Date		
Recent Sep Vet		
Campaign Vet		
Highest Grade Completed	16	
Education Status	4 OOS HS GRAD EMPL DFFCULT	
Reading Grade	99.9	
Reading Score		

**PWIR—REPORT LAYOUT (continued)**

Reading Test		
Reading Test Version		
Math Grade	99.9	
Math Score		
Math Test		
Math Test Version		
Pell Grant Recipient	4	APPLICATION NOT SUBMIT
Pell Grnt Amount	\$9,999.99	
Labor Force Status	1	EMPLOYED
Wks Employed Last 26	00	
Hourly Wage	\$8.75	
Referred by WPRS	NO	
Dislocated Worker	9	NOT APPLICABLE
Dislocation Date	MM/DD/YYYY	
Job Code at Disloc		
Disloc Industry Code		
Tenure at Empl. Disl	999	
Employer Number		
Employer Name		
Employer Address		
Employer City		
Employer St		
Employer Zip		
Employer Telephone		
Eligibility	A	ADULT WIA
Interviewer ID	1960	
Staff Name	SMITH, SAM	
Staff ID	1060	
Reviewer ID	JOHNSON, JOHN	

Client Certification: My signature below indicates that I have been informed of and understand the information contained on this form. I certify under penalty of perjury that all of the above information is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any item is grounds for termination from the Workforce Investment Act program and may result in action to recover any moneys paid to me while participating.

---

 Signature of Client

---

 Date

---

 Signature of Parent, Guardian or Other Responsible Adult

---

 Date

---

 Signature of Interviewer

---

 Date

---

 Signature of Reviewer

---

 Date

## PWIE—REPORT LAYOUT

PWIE	WORKFORCE ENROLLMENT/REGISTRATION FORM		04/04/2001	
sdaguest			14:47	
SSN	123-45-6789	NAME	DOE, JOHN R.	
Case Num	1000000	App Num	1002200	
Grant Code	201			
Grant Desc	TITLE I WIA ADULT	Date ITA Establisghed	MM/DD/YYYY	
Enrollment Date	12/13/2000	Total AMT of ITA	99,999.99	
Labor Force Status	2	Enrolling Staff ID	6666	
Activities/Services Section		Enrolling Staff Name	MCCLINTON, BILL	

Act Act	Agy	Provider	Provider	Program	Program	Job	Code	Job	Desc	Begin	Est/End	ITA	Amt	Cmp	G1	Goal
Cd	Name	Cd	Code	Name	Code	Name		Date	Date	Used	Cd				Cd	Desc
11	OCCUP SKLS 769	264		COMPUTER INSTITUTE OF TEC	11050117190500	COMP NETWORK SPLST/M	169167030	MANAGER, DATA PROCESSI		01/08/2001	06/23/2001				NO	

**PWIG—REPORT LAYOUT**

PWIG	WORKFORCE INVESTMENT GOALS FORM	04/04/2001	
Sdaguest		10:47	
Case Num	1000001	Agcy Cd	01A
App Num	1000011	Goals Staff ID	6115
SSN	123-45-6789	Grnt Cd	301
Client Name	SMITH, JOHN	Grnt Desc	301 WIA YT

Primary	Goal	Goal Type	Goal	Goal	Date	Result	Result Date
Goal	Type	Desc	Code	Desc	Set	Code	Desc Attained
YES	1	BASIC SKLS	002	MATH	10/02/2000		
YES	1	WRK SKLS	009	WRK AWARE	10/02/2000		

---

Signature

---

Title

---

Date

## PWIT - REPORT LAYOUT

PWIT	WORKFORCE INVESTMENT EXIT FORM	MM/DD/YYYY
sdaguest		11:00
App Num	2344140	
SSN	123-45-6789	
Client Name	JONES, SAM	
Exit Code	01 ENTERED EMPLOYMENT	
Exit Date	07/11/2000	
Degree Attained	2 NO, CREDENTIAL INTENDED	
Date Degree/Cert Attained		
Type of Degree Attained		
Date Enter Post-Scndry Educ		
Date Enter Advanced Trng		
Entered Military Serv	NO	
Entered Apprenticeship	NO	
Date Employed	07/11/2000	
Employer Number	688	
Employer Name	WOODS TRUCKING	
Address	1777 ELM ST	
CSZ	MANTECA	CA 95340-
Employer Contact	MARY JONES	
Contact Phone	209-344-5566	
Job Code	53303201 TRUCK DRIVER	
Hours Per Week	40.0	
Hourly Wage	9.99	
Trng Reltd Employment	YES	
Determination Method	1 TRAINING TO JOB	
Health Benefits	NO	
Non-Trad Employment	NO	
Exit Staff ID	4999 SMITH, JAMES	
Final Post Exit Serv Date	07/11/2000	

## Post Exit Services

<u>Service Code</u>	<u>Description</u>	<u>Begin Date</u>	<u>End Date</u>
---------------------	--------------------	-------------------	-----------------

---

 Signature

---

 Title

---

 Date

**PWIF—REPORT LAYOUT**

PWIF  
sdaguest

Print WIA Follow-up Form

04/27/2001  
14:47:59

App Num	4214240
Client Name	DOE, JANE
SSN	123-45-6789
Agency Code	T38 TUOLUMNE COUNTY
Follow-up Type	3 1 <sup>st</sup> QUARTER FOLLOW-UP
Follow-up Date	10/10/2000
Interview Date	10/10/2000
Follow-up Result	01 COMPLETE: ALL QUESTIONS
Labor Force Status	1 EMPLOYED FULL-TIME
Supp Data Emp Stat1	3 NOT APPLICABLE
Supp Data Emp Stat2	3 NOT APPLICABLE
Date Degree/Certificate	06/27/2000
Type of Degree Attained	5 OCCUPATIONAL SKILLS LICEN
Date Enter Post-Scndry Educ	
Date Entered Advanced Trng	
Entered Military Service	NO
Entered Apprenticeship	NO
Weeks Employed	8
With Exit Employer	YES
Actual Hours Worked	320
Employed at Follow-up	YES

Most Recent Employer/Employer at Follow-up

Date Employed	07/11/2000
Employer Number	684
Employer Name	JONES TRUCKING
Address	7515 ELM ST
City State Zip	MANTECA CA 95340-
Employer Contact	MARY MARTIN
Phone	209-439-0050
Job Code	35330102 TRUCK DRIVER
Hours Per Week	40.0
Hourly Wage	\$9.00
Follow-up Staff ID	9949 SANDERS, JOAN

## Print WIA Status Report (PWIS)

This chapter provides instructions to retrieve, view, and print the Workforce Investment Act (WIA) Status Report (PWIS) from the JTA system.

The purpose of this program is to print a status report, containing selected items, for all enrolled clients in the WIA program.

This program contains an option screen where the begin date, end date and grant code are entered. The report breaks by grant code and the sort within the break will be by name. Additionally, the report can break by the subcategories agency code and activity code.

The program is located in the MWIR Workforce Investment Act Reports menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic "**PWIS**" anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

### PWIS—Print WIA Status Roster

PWIS	Print WIA Status Roster
Retrieve Existing Report, Enter (Y)es or (N)o	N
Enter Report Beginning Date	/ /
Enter Report Ending Date	/ /
Grant Code	_____
Agency Code	_____
Activity Code	_____
Report Break Item(s)	_____

## Line Item Instructions

The following are line item instructions for the WIA Status Report option screen.

<b>Retrieve Existing Report, Enter (Y)es or (N)o</b>	Enter <b>Y</b> if you want to view or print an existing report. Enter <b>N</b> if a new report is to be generated from the JTA system.
<b>Enter Report Begin Date</b>	Enter the report beginning date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
<b>Enter Report End Date</b>	Enter the report ending date. The date may be entered as MM/DD/YY format and the system will change to MM/DD/YYYY format upon display.
<b>Grant Code</b>	Enter the grant code(s) for this report. Conditional operators can be used if a range or a group of grant codes are selected. Use the <b>&lt;F1&gt;</b> key to display a choice list.
<b>Agency Code</b>	Enter the agency code(s) for this report. Conditional operators can be used for a range or group of agencies. Use the <b>&lt;F1&gt;</b> key to display a choice list.
<b>Activity Code</b>	Enter the activity code(s) for this report. Conditional operators can be used if a range or a group of activity codes are selected. Use the <b>&lt;F1&gt;</b> key to display a choice list.
<b>Break Items</b>	Enter <b>"ACTIVITY"</b> or <b>"AGENCY"</b> if individual reports are needed for activity codes or agency codes.

After all fields have been entered, the record may be filed by using the **<F5>** key.

## Function Keys

All function keys will operate in the normal mode.

## Record Selection Criteria

The client records for the report will be selected using the following criteria:

- **Active** – Wia case enrollment date is less than or equal to the report end date and there is no exit or exit is after the report end date.
- **Enrolled** – WIA enrollment date is greater than or equal to the report begin date and less than or equal to the report end date.
- **Terminated** – WIA exit date is greater than or equal to the report begin date and less than or equal to the report end date.
- **Employed** – WIA date employed is greater than or equal to the report begin date and less than or equal to the report end date.



## Report Generation

The program will then generate the report using the entered data. After the report is generated, the Report Setup screen will be displayed on the screen. Enter a name for the report in the Report Description field, the desired number of days to keep the report, and file the report using <F5>.

Report Setup	
Report Description: Filename_____	Keep 14 Days
Print: N printOpts Run Later: N Start:     :     Private: N Owner	

The Report Input/Output Handler (RIOH) option screen will then be displayed on the screen with the filename displayed in the Report Description field. The report can then be viewed or printed.

Report I/O Handler	
Report Description _____	Status     Catalog Date/Time ____
View   Print   printOpts   Copy   Delete   Export   Zmodem   Keep 0 Days	

## PWIS—REPORT LAYOUT

PWIS  
mlcquest

03/15/2001  
10:32 am

WORKFORCE INVESTMENT ACT STATUS ROSTER  
FOR 07/01/2000 TO 03/15/2001  
GRANT CODE: 201 TITLE I WIA ADULT

AGENCY: A28 SACRAMENTO COUNTY

SEQ CLIENT NAME	APP NUMBER	CASE NUMBER	SSN	ENRL DATE	EXIT CODE	EXIT DATE	DATE EMPLOYED	HRLY WAGE	HRS/ WEEK
001 CLIENT 1	1111111	2222222	999-99-9999	11/15/2000	01	12/04/2000	12/04/2000	\$16.00	40.0
002 CLIENT 2	1222222	3333333	999-99-9999	01/10/2001				\$ .00	0.0
003 CLIENT 3	1333333	4444444	999-99-9999	03/01/2001				\$ .00	0.0
004 CLIENT 4	1444444	5555555	999-99-9999	02/13/2001				\$ .00	0.0
005 CLIENT 5	1555555	6666666	999-99-9999	03/07/2001				\$ .00	0.0
006 CLIENT 6	1666666	7777777	999-99-9999	02/23/2001				\$ .00	0.0
007 CLIENT 7	1666666	8888888	999-99-9999	11/16/1999				\$ .00	0.0
008 CLIENT 8	1777777	9999999	999-99-9999	02/13/2001				\$ .00	0.0
009 CLIENT 9	1888888	1111111	999-99-9999	11/13/2000	01	12/18/2000	11/21/2000	\$6.00	40.0
010 CLIENT 10	1999999	2323232	999-99-9999	01/16/2001				\$ .00	0.0
011 CLIENT 11	1000000	3434343	999-99-9999	02/14/2001				\$ .00	0.0
012 CLIENT 12	1000022	4444332	999-99-9999	02/27/2001				\$ .00	0.0

TOTAL PARTICIPANTS

PARTICIPANTS 07/01/2000 TO 03/15/2001

ACTIVE	10	
ENROLLED		11
TERMINATED		2
EMPLOYED		2

## Print WIA Listing (PWIL)

This chapter provides instructions to retrieve, view, and print the Workforce Investment Act (WIA) Listing (PWIL) from the JTA system.

The purpose of this program is to print a WIA Listing containing selected items for all enrolled clients in the WIA program.

This program contains an option screen where the begin date, end date and eligibility code(s) are entered. All registrants with an application date that falls within the specified range will be written to the report listing. The report is sorted by client name.

The program is located in the MWIR Workforce Investment Act Reports menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic "**PWIL**" anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

### PWIL – Print WIA Listing

PWIL	
Print WIA Listing	
Retrieve Existing Report, Enter (Y)es or (N)o	N
Enter Report Beginning Date	MM/DD/YYYY
Enter Report Ending Date	MM/DD/YYYY
Eligibility Code	_____

## Line Item Instructions

The following are line item instructions for the WIA Listing option screen.

<b>Retrieve Existing Report, Enter (Y)es or (N)o</b>	Enter <b>Y</b> if you want to view or print an existing report. Enter <b>N</b> if a new report is to be generated from the JTA system. Default is set to <b>N</b> .
<b>Enter Report Beginning Date</b>	Enter the report beginning date. The date may be entered as MM/DD/YY and the system will change the format to MM/DD/YYYY upon display.
<b>Enter Report Ending Date</b>	Enter the report ending date. The date may be entered as MM/DD/YY and the system will change the format to MM/DD/YYYY upon display.
<b>Eligibility Code</b>	Enter the eligibility code(s). If the eligibility code is not known, use the <b>&lt;F1&gt;</b> key to display a window of valid eligibility codes. Leave this field blank if all eligibility codes are needed for the report.

After all fields have been entered, the record may be filed by using the **<F5>** key.

## Function Keys

All function keys will operate in the normal mode.

## Report Generation

The program will then generate the report using the entered data. After the report is generated, the Report Setup screen will be displayed on the screen. Enter a name for the report in the Report Description field, the desired number of days to keep the report, and file the report using **<F5>**.

Report Setup	
Report Description: Filename_____	Keep 14 Days
Print: N printOpts Run Later: N Start:     :     Private: N Owner	

The Report Input/Output Handler (RIOH) option screen will then be displayed on the screen with the filename displayed in the Report Description field. The report can then be viewed or printed.

Report I/O Handler	
Report Description _____	Status     Catalog Date/Time ____
View   Print   printOpts   Copy   Delete   Export   Zmodem   Keep 0 Days	

## PWIL—REPORT LAYOUT

PWIL  
sdaguest

SDA Name

05-02-2001  
13:52

WORKFORCE INVESTMENT ACT LISTING  
FOR 07/01/2000 TO 03/15/2001

SEQ	REGISTRANT NAME	APP_NUM	SSN	BIRTH DATE	AGE	APP DATE	ELIG	CLIENT PHONE
===	=====	=====	=====	=====	===	=====	----	-----
001	Client 1	1111101	999-99-9999	MM/DD/YYYY	99	MM/DD/YYYY	A	999-999-9999
002	Client 2	1111010	999-99-9999	MM/DD/YYYY	99	MM/DD/YYYY	ABH	999-999-9999
003	Client 3	1111001	999-99-9999	MM/DD/YYYY	99	MM/DD/YYYY	AD	999-999-9999
004	Client 4	1118282	999-99-9999	MM/DD/YYYY	99	MM/DD/YYYY	ABF	999-999-9999
005	Client 5	1100011	999-99-9999	MM/DD/YYYY	99	MM/DD/YYYY	A	999-999-9999
006	Client 6	1002332	999-99-9999	MM/DD/YYYY	99	MM/DD/YYYY	AB	999-999-9999

TOTAL REGISTRANTS = 999

## Print WIA Listing (PWSL)

This chapter provides instructions to retrieve, view, and print the Workforce Investment Act (WIA) Listing (PWSL) from the JTA system.

The purpose of this program is to generate reports for LWIA staff showing all participants who are in the current age range for selective service registration but who are not registered for selective service.

This program contains an option screen where the begin date, end date, WIA Agency Code and Grant code are entered. All registrants with an application date that falls within the specified range will be written to the report listing. The report is sorted by client name.

The program is located in the MWIR Workforce Investment Act Reports menu option within the MWIA Workforce Investment Act menu option. The fastest method to activate the program is by entering the program's mnemonic "**PWSL**" anywhere within the menu environment. After entering the mnemonic, the following data entry screen is displayed:

### PWSL – Print WIA Selective Service Listing

PWSL	
Print WIA Selective Service Listing	
Retrieve Existing Report, Enter (Y)es or (N)o	N
Enter Report Beginning Date	MM/DD/YYYY
Enter Report Ending Date	MM/DD/YYYY
WIA Agency Code	_____
Grant Code	_____

## Line Item Instructions

The following are line item instructions for the WIA Listing option screen.

<b>Retrieve Existing Report, Enter (Y)es or (N)o</b>	Enter <b>Y</b> if you want to view or print an existing report. Enter <b>N</b> if a new report is to be generated from the JTA system. Default is set to <b>N</b> .
<b>Enter Report Beginning Date</b>	Enter the report beginning date. The date may be entered as MM/DD/YY and the system will change the format to MM/DD/YYYY upon display.
<b>Enter Report Ending Date</b>	Enter the report ending date. The date may be entered as MM/DD/YY and the system will change the format to MM/DD/YYYY upon display.
<b>WIA Agency Code</b>	Enter the agency code(s) for this report. Conditional operators can be used for a range or group of agencies. Use the <b>&lt;F1&gt;</b> key to display a choice list.
<b>Grant Code</b>	Enter the grant code(s) for this report. Conditional operators can be used if a range or a group of grant codes are selected. Use the <b>&lt;F1&gt;</b> key to display a choice list.

After all fields have been entered, the record may be filed by using the **<F5>** key.

## Function Keys

All function keys will operate in the normal mode.

## Report Generation

The program will then generate the report using the entered data. After the report is generated, the Report Setup screen will be displayed on the screen. Enter a name for the report in the Report Description field, the desired number of days to keep the report, and file the report using **<F5>**.

Report Setup	
Report Description: Filename_____	Keep 14 Days
Print: N printOpts Run Later: N Start:     :     Private: N Owner	

The Report Input/Output Handler (RIOH) option screen will then be displayed on the screen with the filename displayed in the Report Description field. The report can then be viewed or printed.

Report I/O Handler	
Report Description _____	Status     Catalog Date/Time ____
View   Print   printOpts   Copy   Delete   Export   Zmodem   Keep 0 Days	

## PWSL—REPORT LAYOUT

### B.

```

PWSL                                WIA SELECTIVE SERVICE LISTING
RUN DATE
OPR_ID                                REPORT PERIOD MM/DD/YYYY TO MM/DD/YYYY
RUN TIME

```

```

!!! !!!GRANT CD/DESCRIPTION!!

```

ENROLLMENT SEQ	WIA CLIENT NAME	SSN	DATE OF BIRTH	WIA APP NUM	SELECTIVE SERVICE STATUS
DATE	AGENCY	PHONE			
-----	-----	-----	-----	-----	-----
MM/DD/YYYY	!!!!!!!	!!!-!!!-!!!!	MM/DD/YYYY	!!!!!!!	!!!!!!!
MM/DD/YYYY	!!!!!!!	!!!-!!!-!!!!	MM/DD/YYYY	!!!!!!!	!!!!!!!
MM/DD/YYYY	!!!!!!!	!!!-!!!-!!!!	MM/DD/YYYY	!!!!!!!	!!!!!!!
MM/DD/YYYY	!!!!!!!	!!!-!!!-!!!!	MM/DD/YYYY	!!!!!!!	!!!!!!!

(Registered clients in the current age range for selective service registration but who have Selective Registrant "no" or "NA" are selected- those who have reached 18 in a prior month should be reported as "Ineligible" in Selective Service Status, those reaching 18 during the current month should be reported as "Warning")

Page XX